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**HIGH SCHOOL STUDENT'S TIME MANAGEMENT
УПРАВЛЕНИЕ ВРЕМЕНЕМ СТУДЕНТОВ
УНИВЕРСИТЕТА**

Кисель А. В.

Научный руководитель: преподаватель Дерман И.Н., БНТУ

We all have problems with time. We can't control it — we can't slow it down or speed it up. We can't save it up — all we can do is decide how we're going to spend it. We invariably need more of it and don't know where to find it. Then we wonder where the heck it all went.

But time is not really the problem. After all, it's the one "currency" that all people are given in equal supply, every day — 24 hours, same for you. The problem is that most of us simply let too much of it slip through our fingers — because we have never been taught how to management skills aren't part of any standard academic curriculum.

The history of time management in the early 20th century ran parallel to the evolution of management science. Taylor's scientific approach to management, aimed at shop management, centered on the principle of effective time management. He laid the cause of inefficiency to his workers' tendencies to work slowly, without any incentives to work fast. He advocated establishing specific work targets and paying workers for the tasks and goals met. This mandated better usage of time and became the basis for modern time management approaches.

The subsequent emphasis on multi-tasking, workplace flexibility, and dual-income families mandated striking a balance between work and home responsibilities. All these considerations raised the importance of time management as a critical discipline.

Student time management is about making the most of your time. Students have to juggle many things which can be overwhelming and stressful. Student's time management will help you to take control of your work, reduce your stress, and make the most of your student life.

Problem number one for the modern person is shortage of time. For this reason concept TM becomes very actual today. Everything moves forward: the science develops, and together with it all fields of activity of the person progress, including education. Ability to plan and operate the time for students is not less important, than for the professional in sphere of business, management or marketing. This ability allows to judge

about important features of character: assembled and skill to communicate which are integral for every successful person. TM in each separate sphere has the specificity, the way of planning of time at achievement of specific goals. Which purposes we can to define for students? There are qualitative preparation to control, high-grade independent work, and timely performance of academic year projects and in a result-successful delivery of offsets and examinations. For certain number of students it is an excessive problem. And no means always it is connected with unwillingness to study. Very often irrational expenditure of time leads to negative result.

In our research we have tried to formulate the basic points of Time Management especially for students that will help to facilitate process of study and to improve their own results. These points will be reduced by us proceeding from research which we spent at our University. We have interrogated 48 students of several different specialties. We create algorithm for successful training of each student, which being based on the analysis of respondent's answers and comparison it with materials of the scientific literature:

1. Plan ahead (schedule it and it will happen!)
2. Prioritize your tasks
3. Practice effective study techniques
4. Be organized
5. Be able to be flexible
6. Have a vision (why are you doing all of this?)
7. Avoid overload.

We have come to the conclusion during our research that this problem needs the further working out. We have interrogated students of several various specialties (Customs, Refrigerating Technologies, Economy, Economy and Management at the Enterprise, Power Management) many of them understand the basic essence of Time Management and necessity to plan the schedule.

We would like to say, that our research is actual not only for students and teachers of our university, but also for each ambitious and up-to-date person. We have made the list of advices for the best time management of the most basic and important points. Certainly, it is incomplete, and every student can introduce his own corrective amendments and establish important points for himself, depending on type of character, temperament and the way of life.

In conclusion we would like to say, that hope the research of this problem will develop in future, because this theme should be applied not only in training, but also in professional work and at home.

This research has practical application. The basic ideas of this research can be used as the methodical grant and information base for an educational class or seminar.

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MANAGEMENT OF INFORMAL GROUPS МЕНЕДЖМЕНТ НЕФОРМАЛЬНЫХ ГРУПП

Андрон Д.Д.

Научный руководитель: преподаватель Титова И.Н., БНТУ

Informal groups which are formed in organizations are a powerful force, which under certain conditions can actually become dominant in the organization and nullify the efforts of the leadership. Informal groups may also have a positive impact on the activities of a formal organization.

Managers have to reconcile the demands of informal groups of the organization with the demands of the governing apparatus. That is why managers seek unconventional methods of managing people or use existing techniques more efficiently in order to exploit the potential benefits and reduce the negative impact of informal groups.

Therefore, I consider that informal groups play a significant role in the organization. Every manager should pay more attention to informal groups to work more effectively for his company.

I want to say that informal groups have a strong influence on the quality of work and organizational effectiveness of the company. And every leader should strive to manage them properly and never ignore them.

In order to manage informal groups manager should first understand its role in the team and define his attitude to it. His attitude can be positive, neutral or negative. Then, depending on his attitude he should develop a position: cooperation, neutrality, or change in informal groups.

My recommendations for dealing with informal groups:

- Recognize the existence of informal groups.