

TIME MANAGEMENT SKILLS AND STUDENT SUCCESS

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Annotation: The article discusses time management and its importance. The introduction highlights how crucial this topic is in today's world. The literature review section analyzes research conducted on time-allocation technologies. Moreover, evidence about the significance of time-management techniques is provided, and the main aspects of effective time distribution are examined, followed by a conclusion.

Keywords: Time management, time-management, goal setting, following a daily schedule, dealing with distractions.

Annotatsiya: Bu maqolada vaqtni boshqarish va uning ahamiyati haqida fikr yuritilgan. Kirish qismida bu mavzuning qanchalik bugungi kunda muhim ekanligi keltirib o'tilgan. Mavzuga oid adabiyotlarning tahlili bo'limida vaqtni taqsimlash bandlari ko'rib chiqilgan va xulosa keltirilgan.

Kalit so'zlar: vaqtni boshqarish, taym menejment, kun tartibiga rioya qilish, maqsadni belgilash, rejalashtirish, chalg'itadigan narsalarga kurashish.

Аннотация: В статье рассматривается управление временем и его важность. Во введении подчёркивается, насколько актуальна эта тема в современном мире. В разделе анализа литературы изучены исследования, посвящённые технологиям распределения времени. Кроме того, приведены доказательства значимости методов тайм-менеджмента и рассмотрены основные аспекты эффективного распределения времени, после чего представлено заключение.

Ключевые слова: управление временем, тайм-менеджмент, соблюдение распорядка дня, постановка целей, планирование, борьба с отвлекающими факторами.

Introduction

Every person must first organize their life plans in order to achieve great success in work processes and life. Time management, that is, managing time effectively and using it efficiently, is called time-management. Time is money. Time never comes back. As time passes, the value of both money and time becomes equal. Wasting time is considered equal to living a meaningless life.

Modern students live in an intense rhythm: classes, extracurricular activities, homework, and communicating with friends. To avoid exhaustion in all of this, students must first master the art of time management. Why is time management important for students?

Improving academic performance.

Reducing stress.

Having more free time.

Developing discipline and responsibility.

There are several modern methods for managing time correctly. For example, the Kanban technique. In this method, all tasks are placed on a Kanban board and divided into three categories: "to do," "in progress," and "done." Tasks move from one stage to another, allowing easy tracking of progress and identifying weak points in the workflow.

Effective time management is a key predictor of student success. By prioritising tasks, setting clear goal, and maintaining a balanced schedule, students can improve concentration and reduce academic stress. Strong time- managemeng habits also lead to higher productivity, better learning outcomes, and greater confidence. Students who organize their schedules, set realistic goals, and priortize tasks are more likely to perform well. Tools such as digital calendars, planners, and reminders can help track deadlines and ensure important tasks are not overlooked. Breaking larger projects into smaller, manageable steps also reduces stress and increases productivity. Effective time management not only improves academic performance but also builds essential life skills. Students learn discipline, responsibility, and how to avoid procrastonation habits that are valuable beyond university. Ultimately, students who manage their time well

are more likely to achieve consistent academic progress and long-term success. In summary, mastering time management skills is essential for students' success. By planning wisely, prioritizing tasks, and using available tools, students can achieve their academic goals and maintain a balanced, less stressful lifestyle.'

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