



WHAT ARE THE TIPS FOR FINDING THE EASIEST WAY TO MANAGE TIME AND CREATE 'PERSONAL CALENDAR' OF WORK TO SUCCEED?

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Annotation

The article presents information about some practical advice and useful hints on how to manage time and develop own – personal calendar of working life so as to make the deadline and succeed.

Keywords: time management, keeping a calendar, the Eisenhower Matrix, important, urgent, not important and not urgent tasks.

Аннотация

В статье представлена информация о некоторых практических советах и полезных подсказках о том, как управлять временем и разработать собственный календарь трудовой жизни, чтобы уложиться в срок и добиться успеха.

Ключевые слова: тайм-менеджмент, ведение календаря, матрица Эйзенхауэра, важные, срочные, не важные и не срочные задачи.

Introduction

Time management is the most difficult task that requires some skills, strengths and even courage from a person – it is no mean feat! It is dramatically culminating point that decides to go ahead or go south. It is all about accurate prioritization that helps to be either in a substantial improvement or in a serious deterioration. It is not for everybody to do. However, fortunately, there are some tips and tricks for managing time and making own calendar of tasks. So, let's go deep so as to understand and implement them in life to be successful.

The rate at which a person's income grows directly depends on their ability to manage their time effectively and efficiently. And it is advisable for individuals to set the goals (for clearer understanding – the tasks) in order to splendidly exchange every working hour into the maximally accurate and profitable action in their sphere of life.

More importantly, this cannot be achieved without keeping a calendar. To succeed in what you are doing, it is highlighted that a person needs to live strictly according to





the calendar, and, in life, keeping a calendar is like having a Pensieve – the pool of memory of the wizard Dumbledore from Harry Potter, where he kept it in his office and unloaded his thoughts with a magic wand.

However, keeping all of the plans or acts is not firmly in their control. And it tends to reason for a human being to forget one or two things. For this reason, their planning horizon for must-do tasks should be 3-4 weeks ahead. That is to say, they should organize their calendar in a way that in 4 weeks in the calendar, there must already be tightly lined events; what and when they will do. In practical terms, every morning is to be started by evaluating the calendar - "what I need to do today."

Using the **Eisenhower Matrix** or also known as **Urgent-Important Matrix** is the best option to develop and keep a calendar. Actually, Dwight D. Eisenhower was a great general during the Second World War, and later became the 34th president of the United States of America. In history of politics, he is still vividly remembered as the well-known for his strategic and productive mind.

Every after working week or more often, effectively and efficiently to do their work, a person should sit down and write down all the tasks, projects that are spinning in their head. They should just sort out the things which are in a chaotic condition in their mind, 'what I need to do most importantly and urgently'.

Then after having been sorted out, they should divide all tasks into "Important" and "Not Important", by putting the capital letter of each "I" or "NI" in front of the line. So, important tasks are those tasks that lead them to their personal and professional goals. For example, for a businessman, if his immediate main goal is to grow revenue from 300 to 1,000 \$, then "conducting 20 interviews with sales managers" must be an important task, and "interviewing with 10 PR managers" must not be important. Because hiring a sales manager is much faster and more likely to triple their revenue at this very stage than hiring a PR person.

So, there is a list of all tasks, divided into "I" and "NI". And then, this entire list should also be divided into "Urgent" and "Not Urgent", again by putting the symbols "U" and "NU" opposite. Urgent tasks are those that, if they are not done on time, they could lead to the deterioration of any area of their life. Not Urgent tasks are tasks without which there is no any deterioration. It doesn't concern about if there is an improvement. The main point in it is that is there any possibility to make a task worse than it was before? Not? Then, it is Not Urgent. For example, for a person, reading a book is not an urgent task. If they do not read it, there will be no effect or deterioration. Everything will just remain as it is.

As a result, all tasks are divided into 4 types:

- Important and Urgent - "**Do**"





- Important and Not Urgent - “**Decide**”
- Not Important and Urgent - “**Delegate**”
- Not Important and Not Urgent - “**Delete**”

- **Important and Urgent.** These are tasks of **emergency**. They occurred because of wrong timing – incapability of time management. If they are done on time, there will be an improvement; if not, there will be a deterioration. They should be done in the first place. They are critically must-do tasks, and it is their top priority to finish them as quickly as possible.
- **Important and Not Urgent.** These are the most crucial tasks, because they are essentially long-term tasks that require a no-fixed deadline. These are like boosters and growth points. Usually they are succeeded in good time, as they do not trigger any worse situations. But they are the ones that lead to the goals most of all the time. If you score on them, emergencies arise and should be dealt with immediately. A strategic person should devote 80% of his time to deal with such tasks. For example, for a writer, writing a book is important but not urgent.
- **Not Important and Urgent.** A person should delegate these tasks since these do not lead to the goals, but if not done, they can be bad – gone south. For example, having a medical check-up and testing. It is advisable for a person to schedule these tasks every month after finalising the doing and deciding tasks.
- **Not Important and Not Urgent.** These tasks are a complete waste of time. A person should avoid them at all costs. Because they are unnecessary.

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