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## SELF-ORGANIZATION AND TIME MANAGEMENT OF A UNIVERSITY STUDENT\*

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**Adstract.** The article considers self-organization, its functions and advantages of this time management system. The author describes the pedagogical aspect of time management technology in conjunction with the student's personal values, and a set of organizational and pedagogical conditions conducive to the effective development of self-organization skills. The article emphasizes that having mastered the method of self-organization, students will be able to develop such skills as goal-setting, planning, prioritization, learn to rationally use their time, become organized, perform any training tasks with less time, and increase motivation for learning activities.

**Keywords:** time management, self-organization of time, value, critical thinking, knowledge, goal-setting.

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# САМООРГАНИЗАЦИЯ И ТАЙМ-МЕНЕДЖМЕНТ СТУДЕНТА ВУЗА

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**Аннотация.** В статье рассматривается самоорганизация, ее функции и преимущества данной системы управления временем. Автор описывает педагогический аспект технологии тайм-менеджмент в совокупности с личностными ценностями студента, и комплексом организационно-педагогических условий, способствующих эффективному развитию умений самоорганизации. В статье подчеркивается, что овладев методикой самоорганизации, студенты смогут развить такие умения как целеполагание, планирование, расстановку приоритетов, научиться рационально использовать свое время, стать организованными, выполнять любые учебные задания с меньшими затратами времени, повысить мотивацию учебной деятельности.

**Ключевые слова:** тайм-менеджмент, самоорганизация времени, ценность, критическое мышление, знания, целеполагание.

At each stage of the development of society, the education system undergoes certain changes in accordance with its needs, ideology, values. The cardinal changes in the world community led to the emergence of priorities in the field of university education. The modern information society sets new goals before educational institutions prepare students who are able to:

- flexibly adapt to changing life;
- independently acquire knowledge, apply them in practice;
- independently think critically;
- to see problems and seek ways to rational solutions;
- clearly understand where and how the acquired knowledge can be applied in the surrounding reality;
- to generate new ideas, think creatively;
- to make reasoned conclusions, apply them to implement and solve new problems;
- to maximum use of their own capabilities, consciously manage personal time.

Student period is the most important period of a person's development, personality as a whole, manifestation of the most diverse interests. This is the time of establishing scientific achievements, intensive and active socialization of man as a future professional. The main neoplasms at this age: social maturity, adulthood, independence, the definition of meaning and lifestyle, professional self-determination. Construction and reassessment of the value system is the main process of moral development in the student age.

Self-organization is understood as the ability to organize oneself, one's time, one's own actions. In other words, self-organization is the ability to organize the resources at our disposal.

Self-organization is associated with changes in life stereotypes, development of necessary skills for actions, actions themselves and their control. One of the priority areas for improving the quality of higher education is the application in the vocational training in the university of a modern system of developing the skills of self-organization of the student, including the self-organization of his time.

The skills of self-organization of time are understood as skills reflecting mastered ways of performing actions of learners on the basis of specially formed knowledge that allows them, taking into account their individual char-

acteristics, rationally using their strengths, to independently and purposefully organize their life activity in the most effective way. These skills combine the skills of goal-setting, competent time planning for short, medium and long-term perspective, the ability to rationally organize time, reflective skills. Such skills are aimed primarily at developing a successful student personality.

Self-organization of time includes the following stages: information and communication, goal setting (analysis and goal formation), planning (development of plans and alternative options for its activities), decision-making (decision-making on forthcoming cases), implementation and organization (scheduling and organizing personal labor process for the implementation of tasks), control (self-monitoring and control of the results) [4, p. 27].

Time management is the process of training conscious control over the amount of time spent on specific activities, in which efficiency and productivity are specifically increased. Time management can help a number of skills, tools and methods used in carrying out specific tasks, projects and goals. This set includes a wide range of activities, namely: planning, distribution, goal setting, delegation, analysis of time costs, monitoring, compilation of lists and prioritization. Initially, time management was attributed only to business or work, but over time the term expanded to include any educational activity.

G.A. Arkhangelsky points out that 10 steps must be taken to create a personal time management system, including rest, motivation, goal-setting, use of "hard" and "flexible" tasks, planning, prioritization, proper organization of the information space, identifying time-sinks implementing time-keeping technologies management [1, c. 12].

Specific time management technologies (such as the "Eisenhower Principle", "Franklin system", "Pareto principle", "Analysis A, B, B", "SMARTS test", "seven R time management", planning, delegation, use of "cornerstone", etc.) are aimed at overcoming or leveling the factors that lead to inefficient use of time.

Stephen Covey, a famous American time management specialist, distinguishes between reactive and proactive approaches to life. Reactive – a response to external circumstances, life "as it was" and "how it happened." Proactive – building their lives as they wish, actively influencing events and circumstances. Successful and happy people, people who realize themselves, people who have achieved a lot in life, can or do not keep a diary, be supporters of planned or, conversely, spontaneous reaction to circumstances. The technique is different for everyone. However, what unites these people, which they necessarily have, is a clear understanding of their goals. In addition, the main thing is to proactively implement them [3, c. 50].

Time management as a system includes a number of elements: analyzing the use of working time, setting goals, planning working hours, developing various methods to combat the causes of irrational use of temporary resources.

*Analysis* – this is a process that allows you to identify the irrational use of working time, its causes, as well as isolate from all causes of the main, which have the most adverse impact on the use of time.

*Setting goals* is a necessary stage in time management, during which it is necessary to answer the question of why time management is generally needed for a particular person. The setting of goals helps in the future to be guided by what methods of time management should be applied, and which should not be used.

*Planning* is such a process, during which the list of tasks to be performed for a certain period of time is compiled. The development of methods to combat the causes of loss of time suggests that during the preliminary analysis, these causes were identified and it is necessary to eliminate them.

D. Ishkov, the author of the holographic model of self-organization, believes that successfully students have a higher level of self-organization than unsuccessful ones. The success rate of successfully studying students is determined to a greater degree by the level of their self-organization than by the

style of interpersonal relations and by the levels of subjective control, intelligence, reflexivity [2, c. 11].

So, self-organization and time management is setting goals, scheduling work and allocating your time, choosing a certain technology, mastering the necessary actions and operations, implementing a self-monitoring program. Self-organization requires its own restructuring, uses volitional regulation, choice of priorities. Its objective function is to achieve a subjectively significant for a particular successful individual. Today, the inalienable quality of the future professional in any dynamically developing field should be the ability to effectively organize their work, rationally spend their time. In modern society, a student can not be successful without a conscious attitude toward his studies and having a life strategy.

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