

## **TIME-MANAGEMENT AS THE LATEST MEAN OF SELF-ORGANIZATION EDUCATIONAL-EDUCATE PROCESS OF STUDENTS**

*У статті проаналізовано поняття тайм-менеджменту як засобу розвитку та формування особистості. Підкреслено, що вміння самоорганізації навчального процесу – пріоритетне завдання освіти в період інтеграції України до європейського освітнього простору. Подано огляд методик оптимальної організації часу для виконання поточних завдань, справ та проєктів. Висвітлено основні механізми для управління часом. Окреслено основні правила тайм-менеджменту. Алгоритм управління часу представлений як сукупність авторських методик. Акцентовується увага на необхідності формування навичок тайм-менеджменту для запобігання виникненню стресу, апатії, синдрому хронічної втоми. Обґрунтовано, що основа особистісної ефективності та успішності – це правильний, раціональний та грамотний розподіл часу як в професійній, так і в особистій сферах. Піднято проблему неправильного ставлення до часу в сучасних студентів та бажання змінити своє життя, щоб не стати жертвою тайм-синдрому.*

**Ключові слова.** Тайм-синдром, тайм-менеджмент, самоорганізація, управління часом, організація особистого часу, стрес, синдром хронічної втоми, успішність.

*В статье проанализировано понятие тайм-менеджмента как средства развития и формирования личности. Подчеркнуто, что умение самоорганизации учебного процесса – приоритетное задание образования в период интеграции Украины к европейскому образовательному пространству. Подан обзор методик оптимальной организации времени для выполнения текущих заданий, дел и проектов. Отражены основные механизмы для управления временами. Очерчены основные правила тайм-менеджмента. Алгоритм управления времени представлен как совокупность авторских методик. Акцентируется внимание на необходимости формирования навыков тайм-менеджмента для предотвращения возникновения стресса, апатии, синдрома хронической усталости. Обосновано, что основа личностной эффективности и успеваемости – это правильное, рациональное и грамотное распределение времени как в профессиональной, так и в личной сферах. Поднята проблема неправильного отношения к времени у современных студентов и желания изменить свою жизнь, чтобы не стать жертвой тайм-синдрома.*

**Ключевые слова.** Тайм-синдром, тайм-менеджмент, самоорганизация, управление временем, организация личного времени, стресс, синдром хронической усталости, успешность.

*In the article the concept of time-management as to the mean of development and forming of personality is analyzed. Underline, that ability of self-organization of educational process is foreground job of education in the period of integration of Ukraine to European educational space. The review of methods of optimum organization of time for implementation of active jobs, businesses and projects is given. Basic mechanisms for a management sometimes are reflected. Basic rules of time-management are outlined. The algorithm of management of time as an aggregate of author methods is presented.*

*Attention is accented on the necessity of forming of skills of time-management for prevention of origin of stress, apathy, syndrome of chronic fatigue. Grounded, that basis of personality efficiency and progress is the correct, rational and competent distributing of time both in professional and in personal spheres. Heaved up the problem of wrong attitude toward the personal time for modern students and desire to change the life, that not to fall a prey of time-syndrome.*

*Time-management is an aggregate of methods of optimum organization of time, that allows to lead sometimes in the real situations of everyday life. The rightness of student's time-management is also conditioned determination of level of priority and importance of educational tasks. The personal time-management is ability successfully and effectively to control the personal time. Skills of time-management allow avoiding of time-syndrome, increase the personal productivity and free additional time for various businesses. The rapid rate of life of personality in the conditions of deficit of time creates emotional and psychological tension which results in disorganization of personality and decline*

*of the productivity of activity. Concrete rules of time-management make it possible for everybody can distribute the time maximally effectively.*

**Key words.** *Time-syndrome, time-management, self-organization management of the time, organization of the personal time, stress, syndrome of chronic fatigue, progress.*

***Stating of the problem in general and its relationship to the important scientific and practical tasks.*** The rhythm of modern life is extraordinarily rapid and uneasy. A deficit and lack of time is an ordeal which not all can manage with. A stay in permanent emotional tension results in the origin of depression, stress, panic, rapid fatigue ability, apathy, psychological discomfort, syndrome of chronic fatigue, and to the decline of efficiency of any activity [*Period-management..., 2009*].

It is extraordinarily important to watch after that equilibrium was kept in a life: labor must rationally alternate with rest; otherwise there is a risk of loss of health. It is important to watch after the feel and support a good physical form. It is always necessary to find time for a family and rest. Basic principle of vital equilibrium and efficiency: important amount of time at home and quality of time during studies [*Period-management..., 2009*].

Psychologists consider that an exit from the situation of catastrophic lack of time is a desire to change the attitude toward the personal time, to learn correctly to plan him and purchase skills of time-management. Often enough students begin to work above a task, when before completion of his implementation there are a few days. Such situation results, that a person in a stress state begins quickly to make up the already lost time. In an order to avoid similar, it is necessary correctly to manage it self-times, to arrive at the put aims and correctly to explain any activity.

Management of time, a time-management (from angl. of time management) is an aggregate of methods of optimum organization of time for implementation of active tasks, projects and calendar events, that allows to lead sometimes in the real situations of everyday life [*Parshikova, 2011*].

Planning means preparation to realization of aims and arrangement of working hours. It is known from practice, that at an expense 10 minutes on planning of working hours it is possible daily to economize to two hours. Correct distributing of time by students is the basic secret of effective activity both in the personal life and in studies, which allows preventing the origin of time-syndrome.

Receptions of self-organization and arrangements of time for students are based on competent, clear and conscious balance of timely implementation of educational tasks and visit of youth measures. The rightness of student's time-management is also conditioned determination of level of priority and importance of educational tasks: to examinations, tests, to control and seminars it follows to prepare preliminary, dosed executing all put tasks. The rational use

## ***Pedagogy***

---

of own time will help during a semester to have time in educational objects, make time for the personal life and rest [Tovt, 2014].

***Analysis of the recent researches and publications.*** In the article of Boritko N.M. the question of time-management of student as pedagogical technology is exposed [Borytko, 2013: s. 162]. In dissertation research of Reunovoi M.A. pedagogical technology «time-management is analyzed, its criteria, signs and principles, are described [Reunova, 2013]. The basic aspects of self-management, as terms of personality and professional success are reflected by Nikolaesku I.O. and practical advices are given [Nikolaesku, 2011]. Dudka T. examines the problem of optimization to the educational-educate process by the use of pedagogical technology «time-management» as to the mean of forming of professional interest of students [Dudka, 2014]. Modern mechanisms of improvement of sentinel organization of professional activity are presented by Chernenko N.M. [Chernenko, 2011].

Also find the analysis of separate aspects of this problem in researches of such scientists, as: L. Balabanova, E. Primak, M. Machura, L. Skibicka et al. However little studied is a question of forming of skills of time-management as to the mean of self-organization to the educational-educate process of students, illumination of which this publication is devoted.

On the topic of management of time the psychological trainings and seminars are often conducted.

### ***Formulation of article purposes:***

- to analyze the concept of time-management as to the mean of development of personality;
- to ground the necessity of forming for the students of ability of the rational use of the personal time;
- to define and outline the rules of time-management;
- to accent attention on the algorithm of management of time;
- to generalize the review of methods of optimum organization of time for implementation of active jobs, businesses and projects.

***Description of the fundamental information.*** Modern society puts before higher school the task of high-quality preparation of students which are able to adapt oneself to the variable terms of modernity; ready critically to think, independently to obtain knowledge and apply them in practice; adequately to behave in a multispring informative environment; preferentially to perceive those or other phenomena, events, facts.

The rapid rate of life of personality in the conditions of deficit of time creates emotional and psychological tension which results in disorganization of personality and decline of the productivity of activity. Time today is a value, and from that, as far as correctly a student will organize the labor, depends him subsequent personality growth.

Concrete rules of time-management make it possible for everybody can distribute the time maximally effectively:

1. To determine foreground jobs. Not to put before itself too many tasks. Work needs to be distributed on small parts. It does not cost to aim to do all ideally.
2. To set office hours and adhere to it. A body and mind adapt oneself and it will grow into habit. Labor is always more productive in the conditions of the limited and concrete time. To work longer, does not mean better. To plan only 4–5 hours the real work in the day-time.
3. It is needed to set to work from short, clear tasks.
4. To divide conservative and strategic tasks, to execute them quick and more productive.
5. To plan important businesses in the morning.
6. To delegate plenary powers and learn to use a help other.
7. To forget yesterday's events, think only about today and tomorrow.
8. To set a dead-line for all tasks.
9. Always to write down all ideas.
10. To respect the time and require it from other [26 receptions of *time-management...*, 2009].
11. To concentrate attention only on one task.
12. To filter information, not to supersaturate brain and consciousness and not to outlay precious time on it. To take away only useful and to cast aside unnecessary, superfluously and harmful.
13. To exclude the absorbers of time from life.
14. Able to talk on to the unnecessary things and businesses.
15. Always to adhere to the cleanness in the workplace.
16. To use all accessible technical means for more rapid implementation of tasks.
17. To work in accordance with biological rhythms which a peak of activity is on.
18. To analyze own experience and meet with experience of professionals.
19. Businesses need to be executed from most unpleasant.
20. To find time for rest.

Basis of time-management consists in that, right to set foreground jobs, giving each the level of importance which will allow effectively to manage the planned businesses.

All tasks can be divided into four groups:

1. Urgent and important.
2. Important, but not urgent.
3. Urgent, but not important.
4. Not urgent and not important [*Time-management: simple methods...*, 2009].

This classification has the name method (window, principle) of Eyzengauera.

1. Near-term tasks are businesses urgent and important. They need to be executed personally and without delay. An attempt to set aside their implementation on more late term can provoke the origin of problems.

## Pedagogy

2. Along businesses go important, but not urgent. Implementation of such tasks can be set aside on more late term, but to foresee sentinel reserve for them.

3. Urgent, but not important tasks little influence on your success. So goes the world occupies considerable part of sentinel reserve which can be negatively represented on the productivity and efficiency of personality. It is exactly those tasks which on possibility to turn or decrease their amount.

4. Non-urgent and poor businesses can be boldly deleted from the list of tasks in fact they have no value and does not influence on the future [*Time-management: simple methods...*, 2009].

### *Author methods of management of time.*

There is a great number of author methods for a management sometimes. Large popularity in the English-language world is used by the method of Getting Things Done is developed by Devid Allene.

It is based on that writing down of all current businesses, projects and ideas, allows to hold memory not overloaded and free for the most important. As methods of reacting on new information it is offered or to add a date to the calendar, or to add it to the list of current actions, or put in the own certificate system or at not sufficient importance to put aside on the unforeseeable future or fully to cast aside.

In the Deutsch-language world known is a method of ALPEN of Lotar Zayvert. Planning time is suggested using five steps which answer the first letters of abbreviation of ALPEN:

- Aufgaben, Termine und geplante Aktivitäten notieren – to write down a task and planned actions
- Länge schätzen – to estimate duration of implementation of every action.
- Pufferzeiten einplanen – to plug buffer time in planning.
- Entscheidungen treffen – to Make decision.
- Nachkontrolle is control after implementation of actions [*Management of time...*].

Efficiency of technology of management of period is guaranteed by achievement of certain result of studies, self-development and perfection.

Basic principles of technology of time-management are:

1. An orientation is on time as value.
2. Independent work and individuality of decisions.
3. Necessity of monitoring of own efficiency of thought.
4. An orientation is on efficiency, achievement and inexhaustibility of backlogs of efficiency [*Pipe, 2014: s. 21*].

Structurally a time-management consists of such components:

- formulation of purpose as basis of formulation of next components;
- distributing of time as stage-by-stage constituent of planning;
- making decision as effective component of structure;
- organization and practical realization as a practical constituent;
- control as monitoring component which enables to estimate effectiveness of all sequence of executions [*Pipe, 2014: s. 21*].

Essence of time-management consists in that he is able to form for students professional interest to future activity, as serves as basis:

- self-organization of educational activity;
- proof orientation of students on time as value;
- combination of educational and practical constituents of activity with the structural actions of the set tendency [*Pipe, 2014: s. 22*].

Typical approaches in a management sometimes is raising of priorities, laying out of large tasks and projects, on separate actions and delegations of commissions other people. Before a management sometimes the methods of influence on motivation and control of results belong also. Main auxiliary instruments for a management sometimes is the personal calendar, list of active jobs and list of projects. Mechanisms for a management are sometimes (calendar and list of tasks with possibility them categorizing) realized in the computer programs of such as Microsoft Outlook, and Cal and also in modern mobile telephones and pocket computers [*Management of time...*].

***Conclusions and prospects for further research in this area.*** Consequently, the personal time-management is ability successfully and effectively to control the personal time and understand that is major and needs immediate implementation, and that it is possible to do later. It is successive and purposeful application of tested by science and practice of methods receptions of management in everyday life in an order as good as possible to use the time, personal capabilities and consciously to manage life. These skills allow avoiding of time-syndrome, increase the personal productivity and free additional time for various businesses.

In order that to the student effectively capturing the receptions of time-management is necessary rationally and correctly define a task on a current semester, to distribute them on subitems with determination of eventual date of implementation. Therefore it costs during a half-year to plan the process of studies and dosed to execute all control and laboratory works.

To the people which learned effectively to manage it is sometimes succeeded to economize third of life.

See the prospects of next researches in the exposure of influence technology of time-management on the increase of professional competence of personality.

## REFERENCES

- Borytko, 2013* – Borytko N.M. Pedagogical technology «time-management» for a student / N.M. Borytko // *Reviews*. – 2013. – № 2. – P. 162 – 163.
- Dudka, 2014* – Dudka T. Pedagogical is technology "time-management" as a mean of forming of professional interest of students / Tetyana Dudka // *Horizons*. – 2014. – № 1 (38). – P. 20–23.
- Nikolaesku, 2011* – Nikolaesku I.O. Management is a condition of personality and professional success of modern teacher: practical recommendations / I.O. Nikolaesku // [Electronic resource]. – 2011. – Regime of access : <http://oipop.ed-sp.net/node/11188>. It is Language: ukr.
- Parshikova, 2011* – Parshikova A. Time- management for a student: how all to have time? / Anastasiya Parshikova // [Electronic resource] : [studentstvo.info](http://studentstvo.info). – 2011. Regime of access : <http://old.dyvensvit.org/articles/2937.html>. It is Language: ukr.

## ***Pedagogy***

- Reunova, 2013* – Reunova, M. A. Pedagogical technology «time-management» as a mean of self-organization of educational activity of student of university : dis. ... candidate of ped. sciences : 13.00.01 / Reunova Maria Alexander. – Orenburg, 2013. – 222 p.
- Time-management as basis of the successful teaching...*, 2015 – Time-management as basis of the successful teaching is in establishment of higher education : [informative material for students / composition. : N.L. Kuchinskaya]. – Minsk, 2015. – P. 37.
- Reunova, 2013* – Reunova M.A. Time-management as pedagogical technology / Reunova M.A. // [Electronic resource] : The Emissia Offlineletters. – 2013. – № 1. : Regime of access : <http://www.emissia.org/offline/2013/1947.htm>
- Time-management for students...*, 2012 – Time-management for students: to study, work and rest, 2012 : access to the resource : <http://career.ru/article/10949>
- Time-management: simple methods...*, 2009 – Time-management: simple methods of management sometimes, 2009. : access to the resource : <http://psyfactor.org/lib/time-management-2.htm>. – It is language: ros. – It is tested: 25.05.2016.
- Tovt, 2014* – Tovt O. Time- management for students / Olesya Tovt // [Electronic resource] : studentstvo.info. – 2014. : Regime of access : <http://old.dyvensvit.org/articles/2937.html>. – It is language: ukr.
- Management of time...* – Management of time [Electronic resource]. – Wikipedia is a free encyclopedia. – Electron. information. – Regime of access: <https://uk.wikipedia.org/wiki/>
- Management of time (Time-management)...*, 2012. – Management of time (Time-management), 2012. : access to the resource : <http://www.mental-skills.ru/dict/upravlenie-vremenem-taym-menedzhment/>. – It is language: ros.
- Chernenko, 2011* – Chernenko N.M. The modern mechanisms of improvement of sentinel organization of professional activity of state / N.M. Chernenko of // [Electronic resource]. – 2011. – Regime of access : [dridu.dp.ua/zbornik/2011-02\(6\)/11cnnds.pdf](http://dridu.dp.ua/zbornik/2011-02(6)/11cnnds.pdf)
- 26 receptions of time-management...*, 2009 – 26 receptions of tim-management, which I did not know about, when I was 20 years ago, 2009. : access to the resource : <http://tim.com.ua/2013/05/26-time-management-hacks-I-wish-I-know-at-20/>.

**UDK 378.147:159.9-047.22**

**Leonid Nikolaiev**

### **FORMATION OF PROFESSIONAL COMPETENCE OF STUDENTS-PSYCHOLOGISTS USING TRAINING METHODS IN THE EDUCATIONAL PROCESS**

*У статті автор описує суттєві проблеми навчання студентів-психологів у вищих навчальних закладах України пов'язані із сучасною кон'юнктурою ринку праці. Одним із основних критеріїв успішності студентів виступає підвищення компетенцій, що є наслідком впровадження компетентнісного підходу в освіті. У статті розкриваються важливі для професійної діяльності компетенції, а також засоби розвитку професійно важливих компетенцій у студентів-психологів. Одним з провідних засобів формування професійних компетенцій майбутніх психологів виділяється впровадження тренінгових методів і технологій у навчання. Описуються основні тренінгові методи і специфіка їх використання під час підготовки студентів-психологів: групова дискусія, мозковий штурм, кейси, ігрові методи, методи, спрямовані на розвиток соціальної перцепції, методи тілесно-орієнтованої психотерапії, групова дискусія, ситуаційно-рольові ігри, тренінг сензитивності, ігри-розминки, фасилітація, відеоаналіз.*

**Ключові слова:** компетенція, тренінг, тренінгові методи, дискусія, гра, кейс, мозковий штурм, фасилітація, відеоаналіз.

*В статье автор описывает существенные проблемы обучения студентов-психологов в высших учебных заведениях Украины связанные с современной конъюнктурой рынка труда.*