

THE IMPORTANCE OF TIME MANAGEMENT IN TEACHING PROCESS

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Abstract

This article discusses the role of time management in teaching process.

It deals with the teachers of work schedules involving advanced planning, arranging, and execution in order to accomplish the goals and objectives of the lessons as well as their own.

Keywords

Time management, work schedule, performance, accomplishment, productivity, requirements, extra-curricular.

Аннотация

В данной статье рассматривается роль тайм-менеджмента в учебном процессе. Он касается графиков работы учителей, включающих предварительное планирование, организацию и исполнение для достижения целей и задач уроков, а также своих собственных.

Ключевые слова

Тайм-менеджмент, график работы, результативность, успеваемость, продуктивность, требования, внеклассные занятия.

We know that classroom management is very difficult as the teacher needs to cover so many things in a few hours, but with effective time management skills, a teacher can increase their productivity and provide better education to their students. A teacher teaching needs to balance the long-term goals of the classroom. They also need to manage the large volume of paperwork that comes with assignments. Time is valuable and crucial, and it never stops for anyone. Time is the second name of care and cure that solves as well as resolves the difficult and impossible problems and matters of the people and the nations of the world. The nations who took care about time and made their policies and planning according

the needs and the requirements of their people and the competition of nations at global level, they became as the developed nations and they acquired, saved, popularized and made their strong identification among the countries of the world. Because the wasted time cannot be replaced with increasing demands at workplace and home. The pace of life is becoming fast that's why people are trying to do things faster to contract time expenditure as eat faster, less sleep and make phone calls while having lunch and working. It shows the perception of time, its importance and management in organizational contexts that leads towards the experience of time pressure among employees. In this regard many authors have discussed the need of time management for better incorporating time in theoretical models and research designs as people can manage their time and improved their efforts to make their working environment supportive [2,175].

Time management is one of the most important aspects of the teaching process. Teachers are responsible for managing a wide range of tasks, from planning and teaching lessons to grading assignments and interacting with students and their parents. By managing time effectively, teachers can ensure that they are able to devote enough time and energy to each of these tasks. With time management in place, they will be able to optimize their productivity, create a more organized learning environment, and improve student performance. Using time management can help them strike a balance between their teaching duties and their personal well-being. This can help them avoid burnout and create a rewarding and sustainable teaching career.

Time management is straight forwardly defined as the management of time in order to make the most out of it (David, 1999), it refers to all of the practices that individuals follow to make better use of their time (Allen, 2001) and narrowly refers to the principles and systems that individuals use to make conscious decisions about the activities that occupy their time [1,38].

Time management is an application of self-regulation processes (Griffiths, 2003), coping behaviour of risk populations (King et al., 1986), self-regulation strategies to discuss plans and their efficiency (Eilam & Aharon, 2003), to use the procedures that are designed to help the individuals to achieve their goals (Hall & Hirsch, 1982) by assessing the activities to prioritise the plans (Kaufman-Scarborough & Lindquist, 1999) to facilitate the productivity and alleviate stress (Lay & Schouwenburg, 1993) [5, 647-62].

The time management behaviors were found positively related to perceived control of time, job satisfaction, health, and negatively to stress.

Time management is crucial, but teachers face unique difficulties that limit their ability to effectively manage their time. Classrooms can be unpredictable and dynamic environments, so teachers often have to adjust plans and strategies quickly. Teachers often face competing demands for their time, from administrative tasks to professional development requirements and curricular responsibilities [4, 304].

For example, a teacher can set aside a block of time for planning and preparing lessons. This helps streamline the planning process, organizes materials, and develops effective lesson plans. This method of time management increases the productivity and efficiency of teachers, allowing them to deliver quality instruction to students.

For teachers to prioritize their own professional development and personal well-being, time management is essential. By setting aside time for tasks related to professional development, including:

- participating in workshops,
- working with colleagues,
- engaging in reflective practices.

Additionally, time management skills enable teachers to give self-care first priority. Teachers can avoid burnout and preserve their general wellbeing by establishing boundaries and scheduling time for rest, relaxation, and personal interests. Taking care of oneself improves a person's capacity to participate actively and effectively in class. Teachers may increase productivity, lower stress levels, foster a positive learning environment, and make investments in their own professional and personal development by utilizing the advantages of time management [3, 155].

Having well-defined objectives and priorities is a basic time management technique. It is recommended that teachers have clear goals for their teaching, such as raising student achievement levels or introducing innovative teaching techniques.

Teachers can ensure that they make progress in the most crucial aspects of their job by identifying priorities and concentrating their time and energy on tasks that support their goals.

There are numerous benefits to having effective time management skills. These are:

- Reduces stress level
- Better balance between work and personal life
- Increases focus

- Decreases procrastination
- Spreads positive energy
- More accomplishments
- Increased efficiency in tasks
- Increased participation in various activities
- More free time
- Greater chances of promotion

To maximize their time, teachers must create a disciplined schedule. To commence, teachers may arrange their timetables on a daily, weekly, and monthly basis, allocating certain periods for various duties such as lesson preparation, instruction, assessment, and career advancement. Time-blocking strategies, in which designated blocks of time are set aside for particular tasks, can aid in preserving concentration and reducing wastage of time. Teachers can become more productive and keep on top of their assignments by sticking to a timetable and following it. Teachers ought to understand the value of assigning tasks to others and asking for help when needed. One person can complete not every work effectively or practically.

Teachers might get significant time back to focus on lesson planning and student engagement by assigning certain chores, such as classroom organization or administrative duties, to teaching assistants or student volunteers. Seeking assistance from mentors or coworkers can also yield insightful ideas and insights that improve time management techniques.

There are several tools and programs available in technology that can help teachers manage their time more efficiently. Online collaboration tools, task management applications, and digital calendars can help with arranging and planning duties, establishing deadlines and assisting in dialogue with students and coworkers. By using these technological tools, teachers may keep organized, maintain effective communication, and optimize their workflow all of which will save them a significant amount of time.

Taking proactive steps to manage time not only benefits teachers but also positively impacts student learning outcomes.

By embracing effective time management, teachers have the opportunity to create a balanced and fulfilling professional life. Through prioritization, self-care, and resilience, teachers can maintain a healthy work-life balance, nurture their personal well-being, and continue their professional growth.

By optimizing their time, teachers can devote their energy to what matters most—creating impactful learning experiences for their students and finding fulfillment in their chosen profession.

By recognizing the importance of time management, implementing strategies, and embracing a proactive approach, teachers can enhance their productivity, reduce stress, and create a positive impact on their student's learning journey.

In conclusion, teachers need to learn how to manage their time well in order to maximize their productivity, lower their stress levels, and foster a great learning environment for their pupils. Teachers can improve their lesson planning, workload balancing, and general classroom organization by practicing effective time management. Effective time management also enables teachers to place a high priority on their own personal and professional development, which promotes a long-lasting and satisfying teaching career. By adopting technology tools, assigning responsibilities, establishing defined goals, and making regular timetables, instructors can overcome time management obstacles and increase their effectiveness in the educational setting. Teachers have the chance to design a balanced and satisfying career by adopting good time management skills. Teachers may foster their personal well-being, uphold a healthy work-life balance, and advance their careers by prioritizing their tasks, taking care of themselves, and being resilient.

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