

# The problem and features of time planning and management

*Avagyan Roza Y.*

*Candidate of economic sciences, Chair of Engineering Economics and Agribusiness of Shushi University of Technology (Stepanakert, Republic of Artsakh)*

*artyom\_avagyan@mail.ru*

*Sargsyan Gayane V.*

*Assistant, Chair of Engineering Economics and Agribusiness of Shushi University of Technology (Stepanakert, Republic of Artsakh)*

*gs.gayanesargsyan87@mail.ru*

**UDC:** 351/354; **EDN:** ZKFLPT

**Keywords:** Time, management, anxiety, stress, work, efficiency, organization.

## Ժամանակի պլանավորման և կառավարման հիմնախնդիրը և առանձնահատկությունները

*Ավագյան Ռոզա Յու.*

*տ.գ.թ., ինժեներական էկոնոմիկայի և ագրոբիզնեսի ամբիոն,*

*Շուշիի տեխնոլոգիական համալսարան (Ստեփանակերտ, Արցախի Հանրապետություն)*

*artyom\_avagyan@mail.ru*

*Սարգսյան Գայանե Վ.*

*ասիստենտ, ինժեներական էկոնոմիկայի և ագրոբիզնեսի ամբիոն,*

*Շուշիի տեխնոլոգիական համալսարան (Ստեփանակերտ, Արցախի Հանրապետություն)*

*gs.gayanesargsyan87@mail.ru*

**Ամփոփագիր.** Հոդվածում ներկայացված է ժամանակի կառավարում հիմնախնդիրը և առանձնահատկությունները: Ժամանակի կառավարումը դիտարկվում է որպես աշխատանքի արդյունավետությունը բարձրացնող, ինչպես նաև աշխատանքային սթրեսի մակարդակն իջեցնող գործոն:

Այն ներկայացվում է իբրև անձի պերցեպտիվ, կոգնիտիվ և հուզականային ոլորտների առանձնահատկություններով պայմանավորված երևույթ:

**Հանգուցաբառեր՝** Ժամանակ, կառավարում, տազնապ, սթրես, աշխատանք, արդյունավետություն, կազմակերպում

## Особенности и необходимость внедрения культуры управления персоналом

*Авагян Роза Ю.*

*кандидат экономических наук, Кафедра инженерной экономики и агробизнеса*

*Шушинский технологический университет (Степанакерт, Республика Арцах)*

*artyom\_avagyan@mail.ru*

*Саргсян Гаяне В.*

*ассистент, Кафедра инженерной экономики и агробизнеса*

*Шушинский технологический университет (Степанакерт, Республика Арцах)*

*gs.gayanesargsyan87@mail.ru*

**Аннотация.** В статье представлены проблемы и особенности тайм-менеджмента.

Управление временем рассматривается как фактор влияющий на эффективность работы, а также как фактор снижающий уровень рабочего стресса.

Представлено как явление, обусловленное перцептивными, когнитивными, эмоциональноволевыми индивидуальными особенностями личности.

**Ключевые слова:** Время, управление, беспокойство, стресс, работа, эффективность, организация.

Time management is an interdisciplinary field whose main functions are time planning and the rational use of this resource.

Effective time management can help to increase the efficiency and productivity of the organization and the employee. Time management studies the ways of effective use of time: planning, regulation, organization and control of time.

The range of time management issues is comprehensive, which is studied in the fields of economics and psychology. In the framework of these disciplines, knowledge about time has been created, which should be taken into account to make time management more effective.

A. Gurevich notes that modern man is a "hurry man" who has turned time into a cult [3, pages 5-7].

Today, the scientific analysis of the phenomenon of time management is considered relevant and very important.

A number of psychological studies state that work efficiency, reduction of fatigue, correct and effective organization of rest depends on correct time management.

Time management is an interdisciplinary field of theoretical and applied science, which is devoted to the study of the problem of effective use of time in various areas of human activity [4, pages 16-18].

The use of the term management in the mentioned context can become the reason for the position that the problem of time management should be classified to the block of economic disciplines of modern science.

From the beginning, general management was concerned with the study of time management patterns. However, it is necessary to note that the problem of time management has a much wider nature and is difficult to fit only within the boundaries of economics, it has interdisciplinary connections with a number of other sciences, such as philosophy, psychology, sociology, biology, physics, etc. Within all the listed sciences, there is a lot of knowledge about the phenomenon of time that needs to be taken into account in order to make time management effective.

Today we all complain about lack of time. There is a lot of talk about time management, various tricks and measures are offered, but despite all these initiatives, the number of "non-achievers" does not decrease. Here it is very important that everyone makes it clear for himself, what is the reason for his lack of time or where does the problem of not getting things done come from.

First of all, the problem of time management arises because of inadequate priorities. When a person has a number of priorities that are not subordinated to each other and are not very clearly analyzed, and it is actually quite difficult to achieve them.

Another cause of time management problems is low self-esteem and the inability to say "No". In this case, a person is more inclined to say "Yes" than "No" to most of the proposals addressed to him, without balancing his opportunities, without measuring his objective time opportunities. This is quite a serious personal problem, because in this case a person is afraid that his "No" will not be accepted. He wants everyone's approval and satisfaction, and as a result, at the end of the day, he has to say "No" to himself.

A person with such internal problems is constantly condemned to "failure" and to feel dissatisfied with time.

Another important reason for lack of time is anxiety, which can lead to slowness, sluggishness.

This phenomenon also has very deep personal causes that need to be addressed in order to overcome this anxiety. As a result of the elimination of this anxiety, a person will be able to organize his day better.

What does this anxiety do to us that we're afraid we won't get the job done before we start, we're afraid we won't do it well, we're sure we won't do it well.

Another time management problem is not recognizing our "time thieves." Each of us has some habits, contacts, different people in our life that are our "time thieves" and take unjustified time.

Time management issues are closely related to time perceptions and ideas [2, pages 27-28].

Patterns of perception of time in society and social relations are continuously changing. These changes are caused by such factors as the formation of the global information space and the impact of information technology on all spheres of human activity. In the framework of management science, time is the duration of phenomena, events and actions, measured in various units of calculation.

The relative objectivity of time is expressed by the universal perception of past, present and future times and is calculated in clear units of time measurement (second, minute, hour, week, month, year, century, millennium).

Leaders and managers should be able to effectively manage time in order to minimize the subjective sensory perception of time and, consequently, to perceive reality objectively, as well as to make the variability of reality manageable.

Speaking of time management, it is necessary to understand that it is impossible to manage a phenomenon that you do not recognize. In this case, the problem of time management is very closely related to such a perceptual process as the perception of time [1, pages 15-18].

Throughout the history of mankind, time has not been valued as it is now and, therefore, the patterns of people's perception of time have greatly changed, which is due to such factors as the creation of the global information space, the influence of information technology on all spheres of human activity.

Time management is the ability to manage personal time effectively. In management science, time management involves effective planning, organizing, implementing, checking and evaluating activities carried out according to priorities in a given period of time.

Time management is of key importance for the effective organization and implementation of work activities.

It concerns the effective allocation of both own and employees' time in order to achieve the desired results of targeted activities.

The effectiveness of time management is determined by the methods and forms of management of the period or process defined for the achievement of these results and is based on the principle of achieving the greatest result in the least amount of time.

Time is an extremely important resource, the planned and balanced use of which is very important both for individuals and for the organization as a whole.

Time management is an integral part of any organization's management and strategic planning. Time management is a skill necessary for proper planning, prioritization, implementation and evaluation of work.

In order to have a clear understanding of time management, it is necessary to define its foundations and basic components.

Universal approaches to characteristics describing time are scarce.

However, the following features characterizing time can be generalized: duration, sequence, repetition, frequency, correlation to certain objects.

The problem of time has a special status in human life and has always been one of the central themes of philosophical reflection. Everything that moves, acts, thinks, it is all related to time.

The main functions of time management are goal-setting, planning, control, forecasting, decision-making during activities, all of which are related to the characteristics of a person's cognitive sphere on the one hand, and to his emotional characteristics on the other.

It should be understood that time management capabilities will not only increase work efficiency, but also, what is no less important, will allow maintaining the mental health of employees, reduce stressful situations for a person, and also prevent the appearance of premature professional burnout. Any work situation can be a potential source of stress. The emergence of certain stress symptoms is caused by our perception of the work situation. In this case, the best way to avoid stress is time management skills.

It should be noted that stressors of a psychological and social nature never directly affect a person, but act mediated, revealing the image of the stressor and the interpretation of the situation, which are always subjective in nature [5, pages 68-70].

That is why work activities can act not so much as a cause of stress, but as an occasion. Moreover, the real causes of stress are caused by personal characteristics, particularly existing attitudes, stereotypes, motives, goals, and perception characteristics.

However, on the other hand, the primary factor in the process of overcoming stress is the personal one, particularly the stability of the person.

It is possible to draw conclusions from the above:

Time is a unique and irreplaceable resource. Compared to other resources, it does not reproduce or recover.

According to Drucker, the supply of time is inelastic, that is, as the demand for it increases, the supply does not increase.

Turning to the concept of "time", it should be noted that there is no universal definition of the latter due to the diverse interpretations and classifications of this phenomenon in different fields.

So:

- Time management is not only a means of increasing a person's work efficiency, but also a factor contributing to increasing his stress stability and lowering the degree of anxiety.
- The time management strategy should be developed taking into account the individual (perceptual, cognitive, emotional, etc.) characteristics of each person.

#### List of used literature

1. **Գալստյան Ա. Հ.**, Տարածաժամանակային ընկալման հիմնախնդիրը ժամանակակից միջավայրում, Տեսական և կիրառական հոգեբանության արդի հիմնախնդիրները միջազգային գիտաժողովի նյութեր: - Երևան. Էդիթ Պրինտ. 2015:
2. **Вронский А. И.**, Как управлять своим временем. - Ростов н/Д, Феникс. 2007:
3. **Гуревич А.**, Категории средневековой культуры. - [http://www.al24.ru/wp-content/uploads/2012/07/A\\_Ya\\_Gurevich\\_Kategorii\\_srednevekovoy\\_kulturyi\\_2-e\\_izd\\_ispr\\_i\\_dop\\_M\\_Iskusstvo\\_1984.pdf](http://www.al24.ru/wp-content/uploads/2012/07/A_Ya_Gurevich_Kategorii_srednevekovoy_kulturyi_2-e_izd_ispr_i_dop_M_Iskusstvo_1984.pdf):
4. **Калинин С. И.**, Тайм-менеджмент: Практикум по управлению временем. - СПб.: Речь. 2006:
5. **Моргенстерн Дж.**, Тайм менеджмент. Искусство планировать и управлять своим временем и своей жизнью. - М.: 2006:

Տճանաչանկալի է՝ 19.07.2022

Րեցենզրոճանալի է՝ 22.07.2022

Փրնյաթա/Ընդունալի է՝ 26.07.2022