

DEVELOPMENT OF TIME MANAGEMENT SKILLS IN FUTURE PROFESSIONALS: A JUSTIFIED NEED FOR SOCIAL DEVELOPMENT

Vorobiova, Ye., Agayeva Alsu

National Technical University «Kharkiv Polytechnic Institute», Kharkiv

Today, the success of an individual in professional activities primarily depends on the level of development of professional competencies. Any activity of an individual requires great effort, appropriate skills, knowledge, motivation, and capabilities. But it is worth noting that the ability to allocate one's own time or time management skills is both a component of professional competence and a guarantee of all the components of the same professional competence.

Time management can be defined as a decision-making process that structures, protects, and adapts a person's time to changing environmental conditions. Possession of time management skills is necessary at every stage of life, but researchers pay special attention to the ability to allocate time at the student stage.

The student period is a stage in everyone's life that is characterized by demands on the individual, new experiences, high levels of responsibility, concentration, motivation, individual development, and the ability to act clearly in a changing environment.

For university students, effective time management means being aware of their own available time, their responsibilities and personal skills, as all of these things will influence how the time that is available is used. The ability to adapt is also an important factor for students, as they need to be able to change their tactics depending on how much time is available on a given day. There can be unexpected changes in the daily schedule that throw you out of your normal routine, and time management is a skill that will help balance this and put an end to it.

The problem of developing time management skills in students is characterized by a wide range of techniques and methods for developing the relevant skills. In particular, we conducted a study that involved the use of methods and techniques aimed at developing all components of readiness for the development of time management skills.

A program was developed to address the following objectives: 1) formation of knowledge about the awareness of time as a value, self-organization in time as a value, motives for self-organization in time; 2) development of skills to forecast in time and analyze the tasks, process and results of their activities, analyze the time spent, as well as the factors leading to deviations from plans; 3) development of skills of planning goals for the short, medium and long term, rational time management; 4) development of knowledge about personal characteristics, knowledge in the field of self-organization in time, knowledge of ways to self-organize in time.

At each stage of the study, appropriate forms and methods were used to develop students' readiness to develop time management skills.

The implementation of such measures forms all the necessary skills for a constructive professional sphere and life in general in future specialists.