

# Time Management In Education

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**Annotation.** This article examines time management as a tool for improving self-organization. A survey revealed that students understand time management, but most experience a lack of free time and struggle to manage their time effectively. Students are interested in learning time management and want to master the skills of self-organization in their studies.

**Keywords:** time management, student, independent work, self-organization in studies.

In today's market economy and rapidly developing information technology, a person's level of education is one of the most important factors determining their competitiveness in the labor market.

One of the most important challenges facing modern universities is preparing students who are capable of critical thinking, independent search and acquisition of new knowledge, and are prepared to adapt to constantly changing conditions, independently organize their learning activities, and manage their time.

With Uzbekistan's accession to the Bologna Process, the volume of students' independent extracurricular work has increased. Most students fail to manage their time effectively and fail to complete their independent work on time. This leads to knowledge gaps, and student performance declines.

Time management can significantly assist in solving this important problem.

Many foreign researchers have studied the problem of organizing time management technologies, including O. N. Azarova, G. A. Arkhangelsky, G. V. Zakharenko, S. I. Kalinin, L. N. Lyubinskaya, S. V. Lepilin, G. Adler, S. Covey, A. Mackenzie, and others. According to their research, time management is the ability to manage one's time and use it as effectively and productively as possible to achieve one's goals. In this regard, university students need to understand the value of time and find the most effective way to use it consistently [1].

Time management is a technology that allows one to use life's irreplaceable time in accordance with personal and academic goals and values [2].

Time management is also a subject most often taught at universities to management students. For example, at Kokand State University, this subject is taught in the fourth year. There is a clear need to introduce all university students to time management in the first year of their undergraduate studies, with the aim of enhancing their self-organization of academic activities throughout their studies. After completing their studies, students who have successfully mastered time management will be able to apply this knowledge to achieve high results in their professional careers.

Time management includes various techniques that help organize one's time and contribute to increased personal productivity.

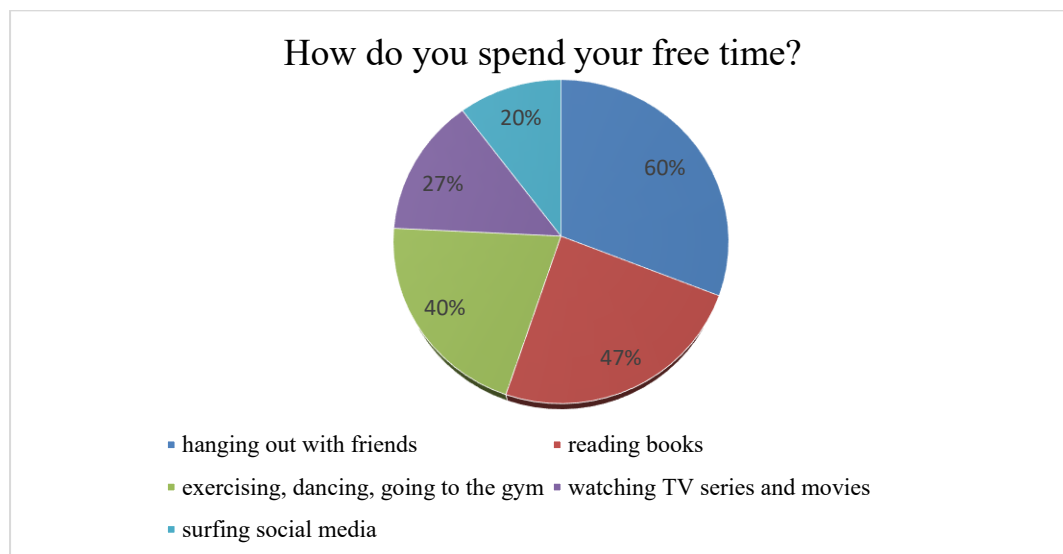
To determine students' perceptions of time management, an experimental study was conducted. Our study highlights the problematic value placed on time by KSU students. This study was conducted in September 2025 in Kokand at Kokand State University. The study group was comprised of 4th-year students majoring in Educational Management.

The purpose of the experiment was to obtain information on whether students understand time management, plan their time, and manage it effectively. It also explored students' attitudes toward time and the reasons for their lack of free time.

To identify the required quantitative characteristics, an anonymous survey and interviews were conducted.

The "Unfinished Sentence Method" was used during the study.

100% of respondents had an understanding of time management. Sixty-seven percent of students who responded to the question "Time management is..." answered "Time management." Thirty-three percent gave detailed answers to this question. The students suggested the following response options: "the technology of organizing time and increasing its efficiency," "the science of how to use time effectively," "managing one's time effectively," "organizing work and personal time, day and week, to get everything done," and "the ability to effectively manage and control one's personal time."



To the question "How do you spend your free time?" the most common responses were: 60% - "hanging out with friends," 47% - "reading books," 40% - "exercising, dancing, going to the gym," 27% - "watching TV series and movies," and 20% - "surfing social media."

Completing the sentence "I spend two to four hours a day on independent work," 87% of students answered "between two and four hours." Only 13% of respondents spend one hour or less on independent work.

According to the survey results, sleep occupies between five and nine hours a day.

Completing the sentence "Planning is..." students wrote: "a part of the life and work of any person who wants to increase their productivity and achieve certain results," "optimal distribution of one's resources to achieve set goals," "specific steps, actions for a specific time," "organizing one's workday," "setting goals with the goal of achieving them," "managing tasks over time."

67% of students surveyed always plan their day, 27% sometimes plan, and 6% never plan.

Completing the sentence "You need to plan your day because..." the following answers were suggested: "you need to get everything done," "thanks to this, you can manage your time, save it, because..." "A person manages their tasks more efficiently and can achieve success," "it helps them focus on completing all their daily tasks and not miss or forget anything," "you'll be able to know what you can do and how much time it will take, and you'll be able to complete everything on time," "you need to leave time for personal matters and hobbies," "for greater efficiency," "this leads to discipline and the ability to achieve goals." Forty-seven percent of students have enough time to complete their independent work and coursework. Twenty-seven percent noted a lack of time, with the remaining students answering "sometimes enough" and "it depends." Twenty-seven percent of students surveyed responded positively to the question of whether they have enough free time, while 73% cite a lack of time due to various reasons, such as "a lot of things that can't be rescheduled," "I'm constantly studying, completing my independent work takes too much time," "I'm working," "I'm currently working, and I'm involved in community service at the university."

Our study revealed that absolutely all students surveyed have an understanding of time management, yet most experience a lack of free time for various reasons. The primary cause of this lack of time is poor time management. Based on the oral survey, all students expressed interest in learning time management and want to master it to better organize their academic activities.

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