



## THE EXPERIENCE OF EFFICIENT TIME MANAGEMENT AS A STUDENT

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**Abstract.** *Systematic time management is a vital skill for cutting-edge era's students, enabling them to balance academic accountability, personal development, and extracurricular activities. This article analyzes my personal experience in controlling daily tasks effectively, the methods I employ, the benefits achieved, and recommendations for fellow students. By obeying structured planning, prioritization, and the utilize of digital tools, students can improve productivity, reduce stress, and achieve academic and personal goals. Probably the first one is consistency doing English or studying English on a daily basis or on a regular basis to illustrate, some students may study for several hours in a day and then they possess "rest day" the next day. It's better to be consistent instead of trying to learn everything in one day and, than having allowing yourself to relish in live. In my point of view sometimes it also comes down to sacrificing your social life maybe for instance not participating to parties that much however, staying consistent and committed to your targets and also not giving up. For example, when it's come to IELTS, even when the students face challenges and they feel they were stuck at a certain level. In my view it's better to again learn and exactly consistency is the key. Stay stable and students think that they are not making any progress undoubtedly, progress is slow nevertheless inevitable let's say victorious.*

**Keywords:** *time management, productivity, planning, student life, personal experience, consistency is key, stay stable.*

### **Introduction**

In recent years, time management has become a fundamental and major competency for students worldwide. Academic demands, social activities, and personal responsibilities often overlap, making valuable organization a force of circumstance. Efficient time organize allows students to optimize performance, maintain a healthy balance, and reduce stress.

As a sophomore at the Faculty of Foreign Languages, I, *Sharapova Madina Zokir qizi*, have developed practical strategies to manage my daily schedule. This article examines these strategies, their impact on my academic and personal life, and offers practical advice for other students seeking similar consequence.



## Main Body

### 1. Importance of Time Management

Time management is critical for guaranteeing that daily academic tasks, personal responsibilities, and extracurricular activities are completed successfully.

The main purpose of my time management practice is to:

Complete academic assignments on schedule.

Allocate sufficient time for personal development and extracurricular activities.

Maintain mental well-being and reduce stress.

### 2. Methods and Practices

My daily time management strategies include:

*Daily Planning:* Preparing a comprehensive to-do list for each day.

*Prioritization:* Organizing tasks by urgency and importance to focus on high-priority items first.

*Use of Digital Tools:* Employing calendar apps, reminders, and task management software to track tasks and deadlines.

*Time Blocking:* Assigning specific periods to each activity to ensure focused and uninterrupted work.

These methods help streamline my academic and personal duty, allowing for better control over my schedule.

### 3. Achieved Results

Implementing these strategies has resulted in:

Timely completion of assignments and preparation for classes.

Improved balance between academic, personal, and social activities.

Reduced stress and minimized wasted time.

Increased ability to engage in extracurricular activities and pursue personal interests.

### 4. Recommendations for Students

Based on my undergo, I firmly advocate:

Create and consistently follow a daily schedule.

Prioritize tasks according to importance and immediate.

Leverage digital tools to track tasks and set reminders.

Allocate time for rest, hobbies, and personal development to preserve balance.

## Conclusion

Effective time management is a key factor in a student's success. By planning, prioritizing, and harnessing digital tools, students can complete tasks efficiently, reduce stress, and achieve a healthy balance between academic and personal life. My encounters demonstrates that consistent application of these methods leads to improved academic results, personal growth, and overall productivity. For students, mastering time management is not only beneficial during university but also high on the list for future professional and personal success.





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