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**WHY TIME MANAGEMENT IS IMPORTANT FOR STUDENTS IN  
LEARNING A FOREIGN LANGUAGE**

**Irgashev Makhmudjon Usmonovich**

*Associate Professor of department of foreign languages, University of  
Economics and pedagogy  
Andijan, Uzbekistan*

**Abstract:** In this article, we'll explore some practical, proven techniques that can transform your study habits and boost your productivity. We'll help you find the perfect strategy for managing your academic life, from traditional methods to advanced time management tools.

**Key words:** Time management, students, effectiveness, balance, self-control, educational purpose, digital tools, foreign languages.

Student time management isn't about trendy color-coded schedules or the latest productivity apps. The ideal system should align with your study habits and academic needs. Perhaps you're trying to juggle multiple assignments, extracurricular activities, or maintain a healthy work-life balance. Becoming a master of time management is a crucial part of academic success. The best part? Your entire routine doesn't need to be changed overnight.

Time management skills do more than just help you meet deadlines - they lay the foundation for success in your studies and personal life. Students who manage their time well consistently perform better academically.

Time management skills are vital to your academic journey because:

- ◆ Increased productivity: Good time management sets you up for greater work output and greater effectiveness;
- ◆ Improved decision-making: A relaxed mind helps you make smarter choices about your studies;
- ◆ Reduced stress: Students who manage their time well feel less anxious about their studies;
- ◆ Improved work-life balance: Smart planning helps you balance your studies and your personal life;

- ◆ Improved self-discipline: Time management demonstrates and builds self-control;

Academic life involves many moving parts—from classes to assignments and exam preparation. These tasks can quickly become overwhelming without proper planning. Students who organize and prioritize their work stay on top of their assignments and avoid procrastination.

Time management acts as your academic compass. A well-managed schedule allows you to better focus on each task. You complete projects on time and better understand the course material thanks to this focused approach.

Good time management does more than just improve your grades. Students who use effective time management strategies enjoy better physical health and experience less stress. Clear priorities and well-designed schedules help you maximize productivity and reduce wasted time.

Your brain releases dopamine after completing your most challenging task. Scientists call this "high sense of accomplishment." Behavioral studies show that completing a task improves your ability to handle other important work. This dopamine release improves attention, memory, and motivation.

Break complex projects into smaller steps to maintain this momentum. You'll feel a sense of accomplishment from completing each step as you manage complex work.

Students today have more digital tools for managing their time than ever before. The right digital tools can transform your schedule into a smoothly functioning system that keeps you focused throughout your academic life.

Time-blocking apps allow you to set specific time slots for tasks and events. Google Calendar remains a simple yet powerful tool that helps organize your weekly schedule of activities and events. Motion goes a step further. It schedules your tasks around existing commitments and automatically adjusts them when conflicts arise.

Key features of modern time-blocking apps include:

- ◆ Calendar integration across devices
- ◆ Automatic task scheduling
  
- ◆ Smart reminder systems
- ◆ Collaboration features for group projects
- ◆ Visual planning tools

Small tasks can quickly pile up during your study time. The two-minute rule provides a simple yet effective solution that prevents this accumulation and improves your productivity. This technique is straightforward: if a task takes less than two minutes, do it now instead of putting it off.

A Quick Task Management Strategy. This rule works because it's simple: complete any task immediately if it takes less than two minutes. Students can apply it to:

- ◆ Responding to study group messages
- ◆ Journaling study notes
- ◆ Setting assignment reminders
- ◆ Adding due dates to the calendar
- ◆ Organizing study materials

You need to transform your tracking data into actionable insights for improvement. Large amounts of data help you make smarter decisions about your study habits. The goal of tracking is to show progress, not perfection. You should focus on the big picture of your time allocation, rather than tracking every minute. This helps you identify patterns and adjust your study routine accordingly.

Look for ways to optimize your schedule when reviewing your productivity data. Students using analytical time management report higher task completion rates. This information helps you fine-tune your study techniques and create better time management strategies.

Productivity Tracking Apps. RescueTime stands out as a powerful tool that monitors your device usage in the background. You receive detailed reports on your study time, helping you identify and eliminate distractions.

The Brain Focus productivity timer supports you by setting specific time blocks for studying and breaks. This well-designed method helps you stay focused during study sessions and take breaks to avoid burnout.

Questions that may arise about time management techniques:

- ◆ How can technology help with time management for students?

Technology can significantly improve time management through apps and tools such as digital calendars for planning, time tracking apps for monitoring productivity, mind mapping software for visual planning, and task management platforms that use AI to optimize your schedule. These digital solutions can help automate routine tasks and provide insights into your study habits.

- ◆ What is the "two-minute rule" and how can it be helpful for students?

The two-minute rule states that if a task takes less than two minutes to complete, you should do it immediately rather than procrastinate. This technique helps prevent the accumulation of small tasks, reduces mental clutter, and creates momentum for completing larger assignments. It is especially useful for quick administrative tasks related to your teaching.

- ◆ How can students balance their time between different subjects and assignments?

Students can balance their workload using techniques such as time blocking to allocate specific periods for each subject, and using batch processing to group similar tasks together. Regularly reviewing and adjusting your schedule based on changing priorities is also important.

- ◆ Why is tracking productivity metrics important for students?

Tracking productivity metrics helps students understand where their time is really spent, identify patterns in their study habits, and make data-driven decisions to

improve time management. By tracking key performance indicators such as assignment completion rates and study session length, students can optimize their routines for better academic success and reduced stress.

### **Conclusion**

Becoming a master of time management can make your academic experience less daunting and more manageable. Different techniques offer unique advantages. Your study style and specific needs will determine which methods work best. The key is to start with one simple technique, such as the two-minute rule or time boxing. You can add more techniques as you feel comfortable. Tracking your productivity shows you exactly how to adjust your study habits for better results.

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