

T. M. Zakusilo; V. I. Mesura, Cand. Sc. (Eng.), Prof.

EVENTS PLANING, USING THE TARGET FORM OF THE TIME-MANAGEMENT ORGANIZATION

The paper considers the choice of the time management organization form for the application in the time-planning application. Some researchers distinguish two forms in the time management, personal and corporative, and another group of researchers distinguishes three forms, personal, role, social. For the determination of the most promising form of the time management, the study of the search requests of the Internet users according to three forms of the time management was performed, the study showed that the greatest interest growth is demonstrated to the personal form of time management, the second position is occupied by the social time management, it also grows but at a slower rate; interest rating of the corporate time management remains without changes during the last five years. On the base of the interest growth dynamics the conclusions are made, that it is expedient to concentrate further studied and developments on the personal time management, as the majority of people feel the need in this type of time-management. Analysis of the basic notions of the information technology of the time-management organization is carried out, on the base of this analysis the alternative form of the time-management, called target form is suggested. Characteristic feature of the target form is the construction of the daily plans, based on the orientation on the global goals and individual roles. Sequence of actions while using the target form of the time-management organization is demonstrated formally. The suggested form should be implemented in the corresponding software, that must combine a great volume of knowledge in different spheres. The intersection of the individual and role forms of the time management at certain stages is demonstrated. The advantages of the suggested target form are considered: improved process of the decision making, improved process of the plans composition, improved motivation, substantiated determination of the control points. Some drawbacks of the target form are listed below: necessity to introduce a great number of the personal data, constant need to update information.

Key words: *personal, corporate and social time management, trends, systems, concepts and methods of time-management, target time-management.*

Introduction

For the formation of the competent specialist in any sphere of human activity the ability of self-organization is of great importance, the achievements of the desired results greatly depends on this quality.

Time management and work management – are problems connected with self-discipline, these problems are studied by the time-management. Time-management – is a branch of management, main aim of which is to determine and introduce methods and principles of the efficient time operation.

There exist a great number of various approaches to the problem of time-management. It is difficult to consider all of them, but it is still more difficult to define which of them is useful in the given case.

One of the first who started the discussion regarding the time-management was A. K. Gast, who in the 20s of the XX century was the director of the Central Institute of Labour in Moscow. He began to develop the ideas, concerning personal efficiency of a person and rational time usage. At the beginning of the 70s of the XX century the first method, that helped to manage personal time appeared under the title «Chronometation». Soon this subject found more and more supporters and it was introduced in different spheres of human activity. Finally, time-management became independent branch of research and in 2007 the Department of time management was organized in Moscow Financial-Industrial Academy (now it is a University) [1].

Correctly constructed and organized activity exercises positive impact on the performance and enables to obtain competitive advantages. Main tasks, performed by the time-management, is problem set up, planning of the tasks for different periods, introduction of time accounting in the Scientific Works of VNTU, 2020, № 4

process of tasks realization. Sustainable application in practice of time-management technologies enables to improve considerably the efficiency and quality of daily work. The above-mentioned mechanisms require the detailed study, improvement, with the account of the best foreign practices and adaptation to the peculiarities of the user.

Analysis of the time-management forms

Main goal of the time management is to make the best use own possibilities, consciously control the course of life and overcome external circumstances both at work and in personal life. Time-management is responsible for the realization of certain functions, influencing the solution of various tasks and problems.

Greater part of the scholars (N. Alushina [2], G. Arkhangelskyi [3], P. Berd [4]) divide the time-management only in two forms: personal and corporate. Personal time-management is oriented on an individual and includes the professional activity, personal life, spheres of the development and communication. This form of time-management is the most actual for people who cannot get anything done – neither at work nor in personal life. If you experience the pervasive feeling of tiredness and upsurge in work, then it is necessary to pay attention to the personal time-management. Corporate time-management is intended for the application at large enterprises and is oriented on the managers who compose plans and graphs of work of the structural divisions or the enterprise on the whole. During this process the manager considers the priority of the tasks and terms of their realization. At the next step the manager decides how many tasks should be put before the subordinates and controls their realization.

However, certain specialists (S. Krutko [5], K. Nogales [5], S. Kalinin [6]) distinguish not two but three forms of time-management: personal, role (professional) and social forms of time-management. In this case individual time management is devoted to the personal self development and is performed by a person who wishes to improve the efficiency of his/her activity. For this purpose individual methods, approaches are used, they are intended for the improvement of the efficiency of the personal time usage. Role or professional time-management deals, with the efficiency in a certain specific social role, as a rule, it is a professional role. Serghyi Krutko in his research [5] states that the professional time-management by 50% is labor psychology and 50% is a method of labor efficiency improvement. As a rule, for the organization of the role or professional time-management the professional consultant is involved. Social time-management is oriented on interpersonal relations and common time-management of a group of people. Typical example of the social time-management is corporate management of time. Greater part of efforts are applied for the optimization of the communication processes (business processes, organization and communication processes) and only then the attention is paid to the time-management methods.

Table 1

Forms of the time management [6]

Name of time-management element	Forms of time-management		
	Individual	Role	Social
Subject (who manages)	Individual himself	Time-management Consultant	Time-management Consultant
Object (who is managed)	Individual himself	Personality (specialist)	Group of people (team)
Aim (for what purpose)	Optimize the achievement of the individual aims	Optimize the process and the result of the realization of social-role (professional) functions	Optimize the process and the result of the realization of the functions of the group interaction, including the relations inside the group
Object (what is managed)	Personal knowledge, abilities, skills	Role (professional) knowledge and skills, strategies of the behavior	Norms, rules, standards, algorithms, ways of the activity and communication.
Motivation (what for)	Internal: interest, desire to become better	Partially internal (desire to improve the competence in the given role), partially external (realization difficulty)	External: slow and inefficient interaction, group management difficulty

Study of the interest in time-management

It is impossible to create the universal tool for time-management organization, as not all the rules of the personal time-management can be applied for the group of persons and correspondingly rules of the interaction in the team are often not suitable in personal life. That is why, for the determination of the direction of the further research it is necessary to perform the study of the most topical of the types of time-management.

In Fig. 1 – 3 the interest of the Internet users in the subject of individual professional and social time-management is presented. For more fresh, actual information we will consider the dynamics during the last five years with the presentation of the regions of the greatest interest in time-management (results of the studies are obtained by means of the service Google Trends).

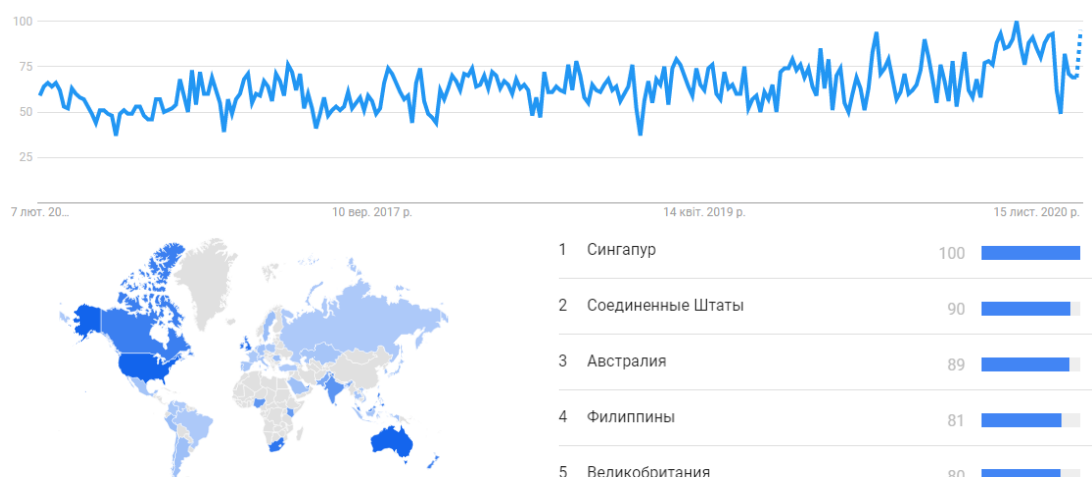


Fig. 1. Trend of the search requests "personal time" in the searching system Google Trends

As it is seen from Fig. 1 during last five years average index of interest in individual time-planning grew from 55 to 77. Fig. 2 shows that average trend of interest in professional time planning during the last five years remained almost unchanged and is on the level of 70. Fig. 3 demonstrates that average value of the trend of the interest in social planning of time during the last

five years smoothly grows from the average value of 55 to 73. In all three figures the recurrence is observed, i. e., seasonality, this is connected with the New Year holidays, summer holiday time, quarterly accounts. Rating of the countries, which are interested most in this subject in all three figures is almost the same and includes: Singapore, the USA, Australia, Philippines, the Great Britain, India, Ireland. According to the information from Google Trends service, the assessment is formed in the following way: the more points, the greater is the share of the corresponding requests from all, but not their absolute quantity, for instance, a small country, where the requests, containing the word "water" represent 80% of all requested, will have two times more points than large country, where only 40% of the requests contain this word.

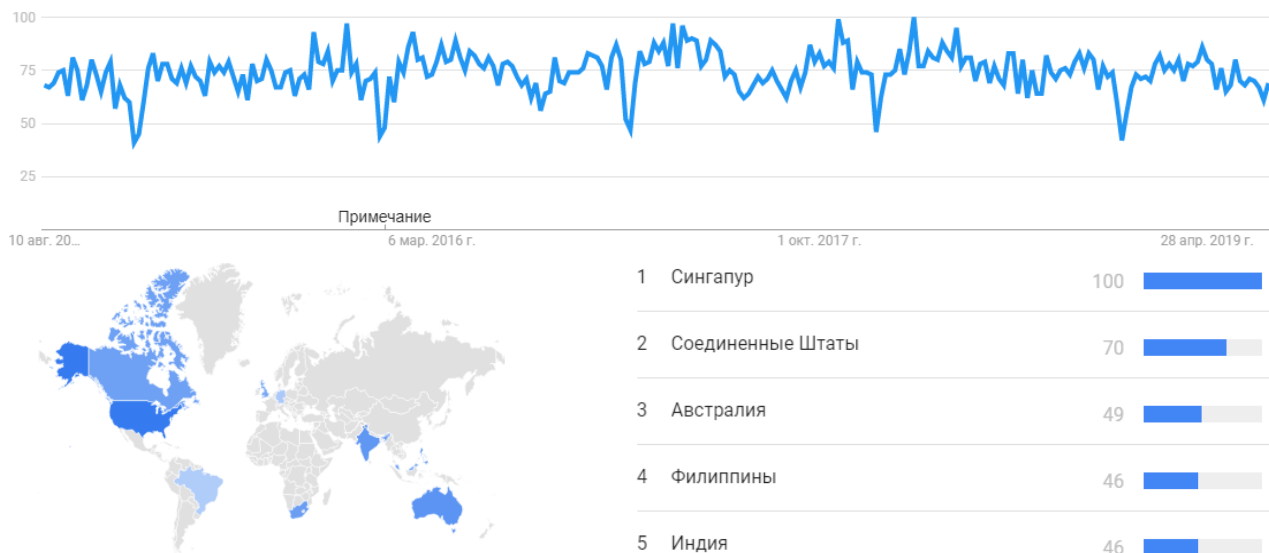


Fig. 2. Trend of the searching requests "Professional time" in the searching system Google Trends

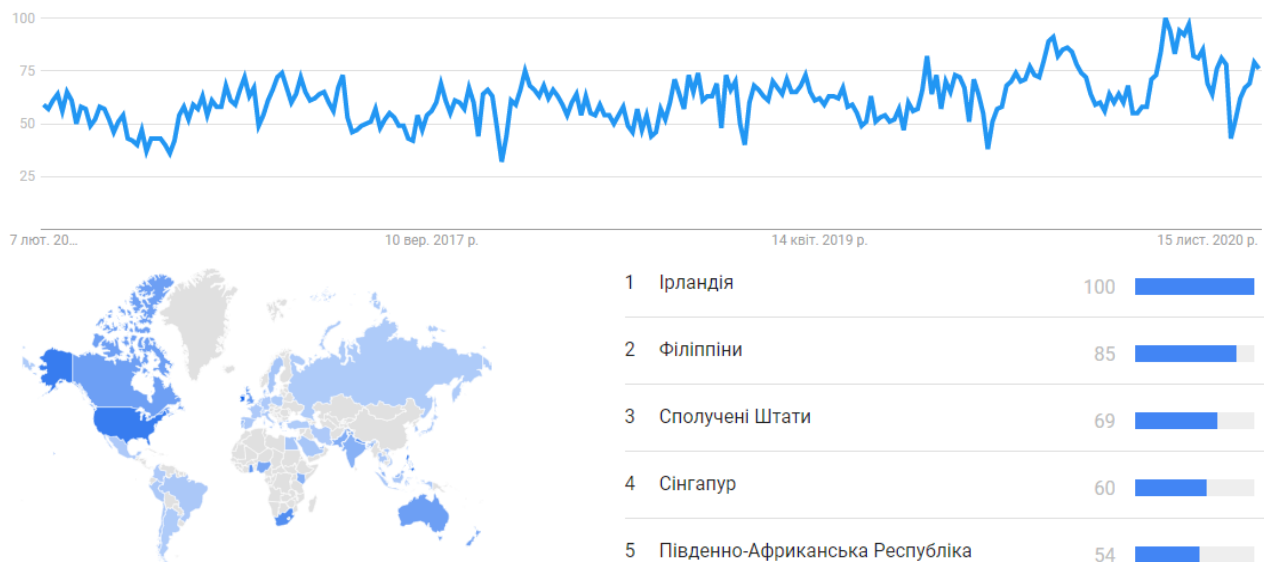


Fig. 3. Trend of the searching requests "Social time" in the searching system Google Trends

Thus, positive dynamics of the interest growth is observed on the personal and social time-management, however, social time-management is growing at a slower rate and greater amount of the seasonal drops. As the interest in the corporate time planning remains unchanged, further studies will be concentrated on personal time planning. However, nothing will prevent from applying separate methods of time management for the realization of the role functions or for the

improvement of the team work efficiency.

Proceeding from the above-mentioned, it is quite obvious why there is no single reliable form of the time management. Personal time management – as the individual psychology, many men, many minds. That is why, it is worth selecting the methods which are the most convenient for separate individual.

Fundamental notions of the personal time-management

Studying different approaches to time-management, one can assume that there exist three basic entities of time management, they are – the systems, concepts and methods of time management.

Concept of time management – it is certain method of understanding and perception of the efficiency of personal time usage, satisfaction of personal time-management greatly depends on it [7].

The concept consists of such elements:

- reason and cause of time-management;
- aim of time-management;
- values and principles of time management;
- philosophy of time management.

Occurrence of each of these components is not obligatory, but very often they are available in the explicit or implicit forms.

Method of time-management – is systematic sequence of actions, directed on the solution of the specific task of time management. As a rule, methods of the time management can be described in details (unlike the concepts) and have the specific author. The set of the homogenous methods of time management are called the approach to time-management [8].

System of time management is a combination of the interacting elements, in particular, the concept and methods of time management, directed on achieving the set goal [9].

At the beginning of its introduction time-management referred only to the sphere of labour activity or business. But as the development progresses, the term was widened and included various aspects of personal activity. Nowadays time-management is a necessary component of any project, because it is the determining factor for the calculation of its scale and time, necessary for its realization.

It should be noted that the time-resource management enables to arrange not only the working time, which is the main part of life of an ordinary person but also free time, which a person uses for the rest. Applying time management in every day life, daily routine and leisure could be organized more efficiently, days-off could be planned. Being able to arrange correctly one's time a person could even make a mini-holidays. All these measures help to keep up emotional, psychologic and physical health of a person and greatly improve the quality of life. In modern world personal time is the key resource of a person that has higher value than money, as it, unlike money, can not be accumulated or renewed.

Thus, a person who can manage his time:

- more often than other people achieves the set goals;
- achieves the goals quicker than people who do not have such skills;
- able to achieve the success in several spheres of activity;
- has much more time for rest, communication with the relatives and doing favorite business;
- able to perform a lot of various things during short period of time;
- has a possibility to increase the incomes and create capital;
- can get rid of the feeling of the permanent tiredness and strengthen health;
- far less be inclined to the impact of stresses and negative factors;
- positively apprehend the environment and current events;
- can spare more time for cultural development and self perfection;

- always has clear plan of actions;
- possesses inner freedom and has a possibility to choose.

Main advantage of tasks planning is that the design of the working graph gives time saving. That is why, there appears the possibility to use the available time for fruitful and successful activity; achieve the set goal with minimal time losses. Planning as the most important component of the personal labor organization means the preparation for the realization of the set goal and structuralization (arrangement) of the working time.

However, time-management this is not the treatment from life problems and laziness. This is only the method of time organization. It will help to accelerate the achievement of the set goals, develop skills of planning, activate the internal potential, find the time for things, for which "had no time before".

Alternative form of time management

Realized analysis of three basic forms of time management proves long-term benefits of the individual form of time-management organization, this is confirmed by the dynamics of its popularity growth and large range of the available methods, concepts.

However, the fourth, alternative form of the time management organization can be distinguished, it will be called the target form.

Main difference of the target form from the existing ones is its orientation not at the planning of the local events for a day, week but at the determination of the whole vector of the life. According to the individual wishes, principles, the given form will first of all, define the place of a person in the society, his role and global missions, on the base of which classical methods of time management will be involved for achieving the fundamental goals.

Target form of management must be implemented in the expert program product, which will include knowledge in many branches of human activity, such as psychology, economics, education, medicine, etc. At the same time, at certain stage, target forms can combine the functions of the individual and role time-management. Such planning will be performed directly by the person who wishes to achieve all life ambitions (what ever fantastic they could seem). Target time management during the decision-making or events planning will constantly remind about the «higher» goals, will indicate the direction of the motion and will motivate. In the process of decision-making the emphasis will be put not on what alternative should be chosen, but how each of the alternative could lead to a great goal. Such planning will be transparent for understanding, as the person who follows the plan, developed according to the target function, is a direct participant of its creation. In the process of the formation of the motion route to the goal, the intermediate control points will be put, these points enable to monitor the adherence to the plan, form the accounts, correct the priorities.

The main drawback of the form is the necessity to introduce a great number of personal data, before the program product on the base of the target form will be able to generate first recommendations. The problem also may be incomplete filling with the information, for instance, the user of the program service fell ill and did not introduce any data for several weeks, as a result, the service may assume this as laziness or procrastination, that is why, during the development of the given functional, it is necessary to pay special attention to this process.

Conclusions

As in the process of the problem set up formulation of the development of the information technology for the application in the problems of the events planning it was revealed that modern scholars have different views, regarding various forms of time management, the research was performed, aimed at studying the degree of the Internet users interest in its main forms, that showed the greatest dynamics of the interest growth in personal time management, where as the interest in social time-management grows far more slower, and the interest in the corporative time-

management practically remains at the constant level.

On the base of the analysis of the fundamental notions of personal time-management the alternative form of time-management, target form, was suggested, it differs from the existing ones by the concentration on the definition of the global goals and further construction of the plans, tasks in the direction from the global goals to local events that enables to eliminate a great number of current tasks that have low correspondence to the global goal. The advantages of the suggested form of time-management is the account of all aspects of the human life: personal wishes concerning social life; performance of certain roles; determination of the global priorities. Application of the program product provides: automation of the on-line processing of the current information, concerning main factors of achieving the global goals; formation of the up-to-date list of the rating of the primary objectives; monitoring of the state of the intermediate steps realization on the way to global goals; motivation for the achievement of the set goals.

REFERENCES

1. Alushina N. O. Time-management of the public official : art of the time management [Electronic resource] :Instructional guidelines for online training course / N. O. Alushina. – 2009. – Access mode : <file:///C:/Users/2720~1/AppData/Local/Temp/%D0%A2%D0%B0%D0%B9%D0%BC-%D0%BC%D0%B5%D0%BD%D0%B5%D0%B4%D0%B6%D0%BC%D0%B5%D0%BD%D1%82%20%D0%BF%D0%BE%D1%81%D0%B0%D0%B4%D0%BE%D0%B2%D1%86%D1%8F%20%D0%BC%D0%B8%D1%81%D1%82%D0%B5%D1%86%D1%82%D0%B2%D0%BE%20%D0%BF%D0%BB%D0%B0%D0%BD%D1%83%D0%B2%D0%B0%D1%82%D0%B8%20%D1%82%D0%B0%20%D1%83%D0%BF%D1%80%D0%B0%D0%B2%D0%BB%D1%8F%D1%82%D0%B8%20%D1%81%D0%B2%D0%BE%D1%97%D0%BC%20%D1%87%D0%B0%D1%81%D0%BE%D0%BC.pdf> (Ukr).
2. Arkhangelskyi G. A. Corporate time-management : Encyclopedia of the solutions / G. A. Arkhangelskyi. – M. : Alpina Business Books, 2008. – 160 p. (Rus).
3. Berd P. Time-management / P. Berd. – Moscow : FAIR-PRESS, 2004. – 288 p. (Ukr).
4. Krutko S. Fundamentals of time-management [Electronic resource] / S. Krutko, K. Nogales // 4brain. – 2018. – Access mode : <https://4brain.ru/time/osnovy.php>. (Ukr).
5. Kalinin S. I. Time-management. Case-study on time-management / S. I. Kalinin. – St. Petersburg : Rech, 2006. – 350 p. (Rus).
6. Concepts of the enterprises management [Electronic resource] : Stadopedia / Access mode : https://studopedia.com.ua/1_35288_kontseptsii-upravlinnya-pidpriemstvami.html. (Ukr).
7. Planning and time-management [Electronic resource] // Stud.com.ua / Access mode : <https://stud.com.ua/53762/pravo/planuvannya-upravlinnya-chasom>. (Ukr).
8. Ischenko Yu. B. Time-management – technology of time usage efficiency improvement [Electronic resource] / Yu. B. Ischenko // Poultry Market. – 2015. – Access mode : <http://market.avianua.com/?p=4069>. (Ukr).

Editorial office received the paper 20.12.2020.

The paper was reviewed 24.12.2020.

Zakusylo Taras – student group AC-18, Department of computer technologies and computer science, e-mail: taras.zakusylo5@gmail.com.

Mesura Volodymyr – Cand. Sc. (Eng), Professor with the Chair of Computer Science, e-mail: mesyura@vntu.edu.ua.

Vinnitsia National Technical University.