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## THE ROLE OF TIME MANAGEMENT IN THE DEVELOPMENT OF MEDIKAL EDUCATION

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**Abstract.** Time management for medical university educators is a key element of successful and effective education. Educators bear a significant workload, including teaching, research activities, interaction with students, administrative tasks, and more. Several time management strategies for medical university educators exist, one of which involves planning the workday with clear time allocations for teaching, lecture preparation, and research. Setting priorities and identifying important tasks to channel energy towards the most crucial aspects is also essential. The ability to delegate certain tasks or administrative duties frees up time for research work. Effective time management allows for scheduling individual meetings and communication with students, as well as dedicating time to self-learning, participation in training, and the development of new teaching methodologies. Therefore, the ability to manage time efficiently helps medical university educators to be more productive and successful in all aspects of their professional activities.

**Key words:** time management, educators, students.

### Introduction.

Time management is the skill of efficiently managing time for maximum productivity and achieving set goals. The term "time management" became widely known and utilized in business and management since the 1960s. One of the first to introduce this term into practice was French philosopher and manager Alan Lakein. In his book "How to Get Control of Your Time and Your Life," he first used the term "time management" and highlighted methods and strategies for effective time utilization [1, 2].

However, it's worth noting that the concept of time management and the consideration of this aspect in business and life existed earlier. For instance, in the late 19th century, American industrialist and philosopher Benjamin Franklin expressed thoughts on the importance of thoughtful time allocation. Since then, the term "time management" has become widely used in business, education, and personal development as a key element for success and efficient use of time.

There is an enormous variety of approaches to the issue of time management. Understanding them is challenging, and even more challenging is determining which one may be useful for you [3]. As noted by the author of the book "Time Management: A Practical Guide to Time Management" Sergey Kalinin, experts identify three types of time management: personal, professional, and social time management.



Practically all existing time management methods consist of three components:

- **Prioritization:** To complete tasks, it is necessary to determine how urgent, complex, and important they are before starting their execution.
- **Planning:** To complete tasks, one needs to understand when to do them and how much time it will take.
- **Structuring:** To complete tasks, one needs to understand how to track their progress and results.

One of the most important principles of time management is setting clear goals, defining specific objectives, and prioritizing tasks based on their importance and deadlines. Set ambitious and motivating goals, but make sure they are achievable. Be optimistic but consider the surrounding reality. Short-term goals are necessary to know what needs to be done tomorrow. Long-term goals help make short-term and medium-term goals continuous. It's crucial not to keep your goals only in your mind; it's best to write them down in a journal. Focus constantly on your goal, try to achieve at least one important goal every day, and don't stop working until you reach it.

Planning the work time for a day, week, and month is crucial. The use of modern technologies and tools, such as planners, task management applications, or electronic calendars and reminder systems, is highly relevant today. For example, some tools that can be used include:

- **Wunderlist** (apps for creating task lists, setting deadlines, and reminders);
- **Google Calendar** (ability to create events and reminders for the day, week, or month);
- **Trello** (task board that allows creating lists, distributing tasks, and tracking their completion);
- **Evernote** (system for storing notes, ideas, and materials for lectures);
- **Forest** (time management app that encourages staying focused and avoiding distractions).

Distribute tasks and allocate time for their completion. As practice shows, it is better to start with the most challenging tasks. There is a moment emphasized by time management – if you postpone difficult tasks, there is a risk of not completing them at all. It is better to tackle important work in the morning, as it is the most productive time for challenging tasks. Reserve the evening for less critical tasks.

Concentrate on tasks, avoid distractions like phone calls, visitors, unnecessary discussions about work, and take breaks only when necessary. Effective time utilization allows you to fill time gaps and use them for completing small tasks or for relaxation [4, 5]. Delegating part of your tasks to others, especially if they have the relevant skills and resources, allows you to focus on more important tasks. To enhance work productivity, ensure a comfortable and necessary work environment, simplify it by removing unnecessary items to reduce distractions and facilitate concentration on work. Establish an effective communication system for interacting with colleagues, using electronic means for quick information exchange.

For more effective work, it is also essential to consider fundamental time management laws, such as:

- **The Laborite Law:** Everyone has a tendency, talent, and desire to do what brings them satisfaction;



- **Taylor's Law:** The order of actions influences effectiveness;
- **Murphy's Law:** Every task takes more time than anticipated before starting it;
- **Parkinson's Law:** The more time we have for a task, the more time we'll spend on it. Therefore, set deadlines;
- **Illich's Law:** People must be given time to rest and regain strength for work;
- **Pareto's Law:** When completing tasks, 20% of efforts yield 80% of results, while the remaining 80% of efforts yield only 20% of results. Therefore, allocate the most effective time to the most important and challenging tasks.

Medical university educators usually face numerous tasks, requirements for lesson preparation and delivery, research activities, and other responsibilities [6]. To effectively manage time and maintain a high level of productivity, they can employ the following time management methodologies:

- **The Pomodoro Technique:** Work is divided into intervals, usually 25 minutes, separated by short breaks;
- **The Eisenhower Box:** Tasks are classified based on importance and deadline. Tasks are divided into four categories: important and urgent, important but not urgent, urgent but not important, and neither urgent nor important;
- **"Eat That Frog!" Method:** Tackle the most challenging or unpleasant task first. Start the day by completing the most important task;
- **ABC Analysis:** Tasks are classified by priority using letters A, B, and C. Tasks of class A are the most important and time-consuming, B are less important but still crucial, and C are less important and can be postponed;
- **Getting Things Done (GTD) Method:** Create a system for storing, organizing, and completing tasks. All tasks are recorded, categorized by projects and contexts;
- **Time Blocking Method:** Divide your workday into time blocks and allocate each block to a specific type of task or project. It helps focus attention and enhances productivity .

These methodologies can be combined or adapted according to individual preferences and needs. The main idea is to find the approach that suits you best [7, 8]. It is also important to avoid time wasters, such as lack of priorities, trying to do too much at once, unclear goal setting, lack of a clear picture of tasks and ways to solve them, personal disorganization, ineffective planning, inability to say "no," searching for personal notes, information, phones, lack of motivation, insufficient distribution and cooperation of work, infrequent task delegation, distractions: calls, visitors, unnecessary discussions about work and others, communication breakdown among colleagues [9]. The syndrome of "procrastination," the desire to know all the facts, prolonged waiting (for example, for a scheduled meeting), incomplete, delayed receipt of information.

### **Conclusions.**

Improving time management helps in personal development and reaching new heights. Effective time management allows for preserving resources such as energy, concentration, and physical health. In today's world, where time is a limited and



valuable resource, time management skills become a key factor for success and achieving personal and professional goals.

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