

**STRATEGIES OF ORGANIZING A GOOD TIME  
MANAGEMENT IN EFL CLASSES**

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**Abstract-** in this article , time management and its importance in EFL classes are highlighted . Some tips and useful ways are also included. it can be beneficial for both teachers and students.

**Annotatsiya** - bu maqolada, Ingliz tili Chet tili sifatida sinflarida vaqtni to'g'ri taqsimlash va uning muhimligi haqida yoritiladi. Ayrim strategiyalar va foydali usullarni ham o'z ichiga oladi. Bu maqola ham o'qituvchilar ham o'qituvchilar uchun foydali .

**Аннотация** - В этой статье обсуждается важность правильного управления временем на уроках английского как иностранного. Также включает в себя некоторые стратегии и полезные методы. Данная статья будет полезна как учителям, так и воспитателям

**Key words-** time management, EFL classes, strategies, effectiveness, multitasking, organizing.

### Introduction

Time management in teaching is a teachers' process of organising time in an effective and productive way for their class. Time managing is considered as the most important feature of qualified teachers , as this influences on their lessons' effectiveness. Some teachers may have very busy day , but it doesn't mean they are effective . Whenever they have - management skills , they can manage to accomplish their task with less effort and less time. Organising time provides both teachers and students with resulting task and saves us from wasting time. In school, work, and daily life, we may encounter people who seem to be able to manage everything whether it is a lesson or daily routine . They are productive, stress-free, high achievers. But we know, they were not born like their current selves. Managing, organizing, and distributing time can be done by ourselves but it requires some time and effort, of course. Doing so can help you control your time and make yourself get a satisfaction. Before talking about the useful tips how to manage the time effectively, let's learn what the time management is.

Time management is the process of planning and controlling time for any kind of objectives and spent on specific tasks to increase your efficiency. You may know some familiar work like setting deadlines, writing to-do lists, and giving small rewards for accomplishing certain activities to yourself. Motivating ourselves is a crucial part of time management. Besides that, to develop good routines and habits, you can start by knowing what strategies and best practices you may own. You can experiment with them in your own life to see what works for you. Good time management can lead you to a healthy, balanced lifestyle as well:

1. Reducing stress and depression
2. Boosting energy
3. Achieving goals efficiently more than previous ones
4. Prioritizing what's important
5. Doing more in less time
6. Increasing confidence

Let's get started to learn some useful ways for time management, if you're looking for something to take control of your time. First of all:

1. Conduct a time schedule

Start by finding out where you actually spend your time. Create a visual map of the approximate hours you spend on work, school, household chores, social media, and leisure time activities. Then, you can drill school or work by dividing your previous week into days, then hours. How much time did it take to finish that paper or did a work project take longer than you expected?

2. Find methods to "chunk" your time.

Once you have a better idea of what your exact plans are, setting limits can be an excellent time management tool. There are several options for dividing your time into pieces. By "chunking" time, you make big projects and goals

3. Focus on one thing at a time.

For most people, multitasking is generally less efficient than focusing on one task at a time. In fact, one study found out that only 2.5 percent of people can multitask productively. Doing too many things at once can effect on your cognitive ability, making you feel unproductive or unsatisfied with your progress. Arranging your time so that you will finish one task before starting another one can boost your confidence.

4. Give yourself a reward.

Rewards can be a great source of motivation for adopting good time management habits. For each important task you accomplish, you can give yourself a little. It needn't be extravagant or expensive. Here are some simple ways to motivate yourself:

7. Taking a break and enjoy your favorite snack
8. Going for a short walk
9. Call a friend or family member

10. Meditation for five minutes

Sometimes, these rewards can help you boost your self-confidence.

Now we will briefly talk about how much importance the time management has in our life. Firstly time management is one of the important features of each effective lesson.

There are lots of benefits of time managing for a teacher. Here are some examples for its importance:

1 Effective lesson

When you organise your time for your upcoming lesson , you can achieve a result with your students that you expected . You can teach all the target themes to your students and there will not be any gap time in your lesson.

2. High amount of job satisfaction.

Most of the people consider that , teaching is one of difficult jobs. Teachers have a big responsibility in a society as they bring up the young generation. Therefore , when you have time - management, you can see your result on your students and this increases interests and motivation for your job.

3 Good Family relationships.

Definitely, your job is important like your family . However, sometimes people can not focus on two of these equally. As a consequence , it leads to some arguments among your family members. Therefore, if you keep a balance between your work and your family by managing your time , there will not be any misunderstandings with them.

4. Improve Health benefits.

Working all day or all night can cause to different health problems. In teaching , it is not difficult to be nervous easily. You may encounter different psychological or mental problems in everyday working process as you will be under the control of time. But if you control it properly , you can be far away from your stressful job.

Conclusion

To conclude , time management is crucial for any field of professions . Effective time management in EFL classes is crucial for boosting student learning and engagement. By implementing strategies such as planning particular and clear objectives, organizing tasks, utilizing technology, and giving regular feedbacks, teachers can create a well-organized and efficient learning environment. Additionally, promoting student can help them to feel responsibility for their own time management and the effectiveness of EFL classes. Overall, by prioritizing time management, teachers can create a positive and productive learning experience for their students.

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