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TIME-MANAGEMENT TECHNIQUES FOR STUDYING ENGLISH

Time-management is a modern field in modern management theory. It is based on a set of different techniques which help to plan, organize person`s professional activities, to use rationally and effectively work and leisure time. Moreover, the study of the time-management foundations has great prospects for improving knowledge in the field of education, because a properly formulated goal creates steps to achieve it. So this is a big step towards achieving the goal.

Modern foreign and domestic studies pay attention to the problem of studying time-management in the field of economics, especially in management (G. Arkhangelsky, K. Duncan, S. Kalinin, J. Knoblauch, D. Morgenstern, S. Perntis, A. Yanichbach and others). However, the promotion of time-management for learning English language skills hasn`t been studied yet.

Time-management has significant prospects for intensifying the students` learning in high educational establishments. Because it helps to study and teach how to identify: the lack of time causes; forms the ability to set goals, set priorities, teaches prudent decision-making and

establish the ratio of time costs and final results; application of strategy of planning and "reservation" of time in professional activity and personal life. Modern students need to be taught the techniques of time-management, because in the future this knowledge will be useful in their professional activities for their own organization and organization of subordinates, as well as for planning their own lives, achieving goals. Let`s define time-management techniques more detailed.

Time-management has a wide range of techniques that should be used to teach students, as they allow you to plan (use diaries, reminder stickers, strategic cardboard, organizers, etc.), set priorities (Eisenhower matrix, memoir, etc.), analyze time spent (time) and others. Let's analyze these techniques.

At the beginning of the English language course, together with the students we create the Mind Map (time-management technique). Mind Map is a great motivational tool, because allows us to understand what steps need to be taken in order to achieve the goal. In class, students clearly see why they need to learn English, and what steps need to be taken to do so.

We recommend our students to use time tracking technique. This technique allows you to analyze the spent time, especially how much time the student has spent preparing for English. That means, for each lesson the student records the time for which he completed the homework, so the teacher understands whether the student was responsible for the task.

Along with time tracking technique, we encourage our students to identify chronophages (time-eaters) while preparing for English. Thus,

on the basis of the student's timing, chronophages are detected, then the student looks for ways to overcome them. As practice shows, the chronophages of the modern student are social networks.

Strategic cardboard technique it is a bookmark in a diary or notebook, where student records the goals or topics to think over, i.e. thoughts that need reflection and development. Students may write down the goals for the year on this card. So, every time student opens a diary or notebook, he sees the list of goals that the student wants to achieve. We recommend using this technique a little differently while studying English. Student should write topic vocabulary on such a card, and always have it, reread and memorize these words.

Structured attention technique (SAT) – the basis of this technique is the use of scientific organization of study activity by students. When preparing for English classes, students need to organize their workplace so that everything you need is always by their hand (topic vocabulary, dictionary, grammar guide).

Due to the fact, that English is studied at practical classes inside the classroom, mastering of time-management techniques by students is possible by including additional information in the content of the discipline. At higher educational establishments there is such a form of organization of education as practical classes, which in-depth study of theoretical material, they contribute to the formation of independence of judgments, the ability to argue their own opinions based on knowledge [11, p. 296]. When organizing practical classes, the main condition is the activation of the student's cognitive activity. Practical lessons can be

organized in various forms (conference, brainstorming, discussion, games, etc.).

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