

YOU CAN NOT BUY THE TIME THAT YOU WASTE.

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Annotation

Managing your time effectively and working efficiently in your role can help you accomplish more on a day-to-day basis. While most professionals are aware of how important it is to avoid wasting time at work, it can be challenging to do so. If you're struggling with your productivity levels, it may be helpful for you to identify strategies for overcoming time-wasters. In this article, we outline why it's important to avoid time-wasters in the workplace and list nine common environmental and personal factors that contribute to wasted time, including tips on how you can avoid them.

Key words: value of time, bad rap, causes, reasons, Internet, social media.

Annotatsiya

Vaqtingizni samarali boshqarish va o'z rolingizda samarali ishlash sizga har kuni ko'proq narsani bajarishga yordam beradi. Aksariyat mutaxassislar ishda vaqtni behuda sarflashning oldini olish qanchalik muhimligini bilishsa-da, buni qilish qiyin bo'lishi mumkin. Agar siz mahsuldorlik darajangiz bilan kurashayotgan bo'lsangiz, vaqtni behuda sarflashni engish strategiyalarini aniqlash sizga foydali bo'lishi mumkin. Ushbu maqolada biz ish joyida vaqtni behuda sarflashning oldini olish nima uchun muhimligini va vaqtni behuda sarflashga hissa qo'shadigan to'qqizta umumiy ekologik va shaxsiy omillarni sanab o'tamiz, shu jumladan ulardan qanday qochish kerakligi haqida maslahatlar.

Kalit so'zlar: vaqt qiymati, yomon rap, sabablar, sabablar, Internet, ijtimoiy media.

Аннотация

Эффективное управление своим временем и результативная работа на своей должности могут помочь вам добиться большего в повседневной жизни. Хотя большинство профессионалов осознают, насколько важно не тратить зря время на работе, сделать это может быть непросто. Если у вас проблемы с уровнем продуктивности, возможно, вам будет полезно определить стратегии, которые помогут преодолеть потери времени. В этой статье мы объясняем, почему важно избегать растраты времени на рабочем месте, и перечисляем девять распространенных экологических и личных факторов, которые способствуют потере времени, включая советы о том, как их можно избежать.

Ключевые слова: ценность времени, плохой рэп, причины, причины, Интернет, социальные сети.

Time is the most precious thing in life. It has no beginning and no end. It cannot be created or destroyed. Time is the only dimension in which we all live, and it affects everything we do, from the growth of a flower to the destruction of empires. Time is so important that if you don't have any, you can't do anything. We can do many things with our time: We can spend it in leisure activities, such as sleeping, watching TV, reading or going for a walk; about work or study; on raising a family; or about helping others. Whatever we choose to do, it's important to manage our time and make the most of it. Time is precious when we are in school.

The flower can be planted at any time of the year, but if you want to grow it into a beautiful plant with colorful petals, you need to provide it with enough sunlight, water and soil. You cannot tell the time to wait for your instructions; So, you need to use the time in the most efficient way to get things done. Our lives are the same. Our time on this earth is limited and we must use it wisely if we want to achieve our goals and dreams. There are many ways to misuse our time. One of the most common is procrastination. Procrastination is the act of putting off an action until a later time, which could have been done more efficiently if you had done it first...

Time is one of the great gifts given to mankind. Time is life, life is time, they say. Despite its uniqueness and value, many people waste this gift. Idle activities and pastimes are considered time thieves and are some forms of heedlessness. Success in every aspect of human life depends on valuing time and using it effectively. All the people who left a mark in history reached the peak of success by valuing time. But unfortunately, today, wasting time without realizing its value is becoming increasingly popular.

Wasting time gets a “bad rap”. We pester our children not to do it; we take pride in the multitasking that ensures we never do it; and we bristle at our fellow workers, shop clerks and just about anyone else who slows us down by doing it. What are the causes of time wasting and what steps can we tackle to prevent it?

Here are some time waster reasons that you should control of them:

1. The 21st century is the century of information technology development. It is difficult to imagine today's development without the world information network - the Internet. The Internet has opened the door to a wide range of opportunities. Without leaving your home, you can walk through the world's libraries through the global network, become a distance (virtual) student of a higher education institution located on the other side of the earth, even provide electronic services (translation of texts, preparation of video and audio products, pagination of books and brochures, etc.) can be done by contract and earn money. So, there are many positive aspects of the Internet. However, along with many useful aspects, the Internet also shows negative consequences. Social media is one of the biggest time-wasters for professionals in any work environment. You can log onto social media platforms via any device, including your phone and

computer, meaning such distractions are highly accessible regardless of where you are and what you're doing at a given moment. Therefore, it's important to be able to overcome the urge to scroll through social media feeds instead of focusing on other tasks. To avoid wasting time on social media, remove temptations by using settings on your phone and computer that block certain applications during designated hours. Moreover, The slowness of information consumption culture among the population, especially among young people, the lack of knowledge, skills and skills in distinguishing what is necessary from the flow of various messages is the reason why some people fall under the influence of malicious people and currents, and fall into the disease of Internet addiction. The fact that Internet addiction is recognized as a disease in the People's Republic of China and special hospitals for its treatment are established is proof of our word. A person who spends a lot of time on the Internet has a state of abstraction and isolation. This creates the ground for him to be destroyed and zombified by the "third forces" in the future. It is no coincidence that today, destructive groups mainly use the Internet to influence the minds of young people. Today's world youth is the largest generation in human history, as they number 2 billion people. But it is a real tragedy for the country if there are many young people who own the future but spend their time in vain on the Internet. Our great ancestors tried to spend their days, time and hours doing useful work and achieving beautiful moral and scientific degrees. That's why their today will be better than yesterday and their tomorrow will be better than today. They followed the wise saying: "Time is a sword, if you don't cut it, it will cut you."

2. The next cause of wasting time is working without a plan. Because professionals are often faced with multiple tasks during a single work day, strategic planning is important. If you work without a plan, you risk wasting time trying to figure out when and which tasks to focus on. You can overcome this challenge by purposefully planning your workflow for the next day at the end of your shifts. From here, you can develop a schedule that you can follow to achieve your goals most effectively.

3. Meetings which aren't always needed cause you to lose time in your office. Sometimes information delivered at a meeting can be communicated through alternative methods such as email, instant messages, or memos. That's why both in-person and virtual meetings can often lead to wasted time in the workplace. You can avoid unnecessary meetings by thinking logically about the objectives of the proposed meeting before it begins. Try to identify the goals you want to achieve through the meeting and evaluate whether you can achieve those goals more effectively through other activities.

Now we will find measures to prevent wasting time.

- Eliminate distractions: Try to limit distractions such as social media, television, and video games while studying.

- Take breaks: Take regular breaks to avoid fatigue and focus.
- Stay Organized: Keep your workspace and materials organized so you don't waste time looking for things.

Students also complain about the constant wastage of time. And below we give them tips to prevent it:

❖ Social media usage is sneaky because it's not like you're sitting down with your phone for three hours straight. Instead, you're likely checking your phone all day long, or habitually grabbing it when you're bored or waiting for something.

There are SO many pockets of time throughout the day when you might instinctively grab your phone, but your time could be so much better spent doing something else. If you have 10 minutes before class starts, get a headstart on your homework. If you're waiting for a ride somewhere, read ahead in the book you know you're going to have to read anyway. Social media isn't your only option for filling random pockets of time. The students who are the least stressed out are the ones who use these random pockets of time to get their work done.

❖ Stop pretending you're the exception to the rule. Again, we can all agree that doing hard things (studying, reading, etc.) can feel less painful when we pair it with something else, like the TV, our phones, or music. But we become so much less effective when we multitask like this.

What should you do instead? One activity at a time. Even if it's hard. Even if you want to escape the hard thing by texting your friends every 6 seconds. Do the hard thing first – without any distractions – and the cool result is that you'll end up spending less doing it because that's all you did. Also, here's my full tutorial about what to do instead of multitasking.

The lives and careers of most successful people show that the key to success is the right allocation of time.

Why do some people become world-famous businessmen and leaders capable of changing the world, while others, despite their hard work, cannot move from one point? The reason for this is often overlooked, says the World Economic Forum.

Successful business people invest their time in things that will provide them with new knowledge, creative decisions and energy in the future. At first, their success may not be noticeable, but eventually, as a result of long-term investments, they reach unprecedented heights. As a result, properly allocated time brings great income, so it can be called a super income. The graph clearly shows how we can achieve results at work depending on how we spend our time.

For example, Warren Buffett owns companies with hundreds of thousands of employees, but he does not devote his time to full-time work. According to the billionaire, he spends 80% of his working time reading books and thinking. The time spent on this will provide you with the knowledge you need to make the right decisions and run your business successfully.

"The best return is an investment in knowledge."

Benjamin Franklin, politician, inventor, writer

Successful people have useful habits that are worth emulating.

Proper distribution of time is the key even to success. Based on this, we can cite the fact that one of the tips given by famous people to be successful is the correct distribution of time. "Save your time! After all, time is the most valuable resource. Try not to waste it, try to sit less in front of social networks and TV, after all, it is impossible to get back the time spent." One of them said.

"What is time in human life, what is its essence?" wise men answer these questions like this: "Time is like the threads that weave the clothes of life, depending on its maturity and elegance, life becomes dear and priceless." If the threads are of poor quality and frayed, life will be meaningless. Another characteristic of time is that if it passes, it does not return. It is the main tool used by humans. The more it is, the less it is. If it is blessed, it is a lot. Therefore, it is obligatory for a person to use every minute and moment of his life productively and blessedly and spend it on doing good deeds.

We should learn from the past, our time. After all, night and day makes the new old, brings the distant closer, shortens life, makes the young old, and leads the old to mortality. There is a proverb in our wise people, which says: "Your time is gone, your happiness is gone."

Resources:

- 1) www.timetable.org
- 2) www.vedantu.com
- 3) L.Belkin. (2007). The New York Times: Time Wasted? New York: The New York Company.
- 4) <https://schoolhabits.com>