

THE IMPORTANCE OF TIME MANAGEMENT IN LANGUAGE ACQUISITION

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Abstract:

Time management is the process of planning and exercising conscious control of time spent on specific activities - especially to increase effectiveness, efficiency, and productivity. When making your timetable, it's crucial to be practical. Aim for a sensible amount of time each day to commit to language learning, and as you advance, gradually increase it. Consistency is essential; even brief, regular study sessions provide greater results than hours of sporadic cramming.

Key words: timetable, time management strategies, smart goals, planning the schedule, Pareto principle, review and reflect, celebrate yourself, behaviour, time attitudes, long-range planning, short-range planning.

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While learning a new language can be a fulfilling and enriching experience, it also takes time and dedication. Here are some time management strategies that can help you maximise your learning process and make the most of your available time to achieve your language goals without sacrificing other aspects of your life.

Set smart goals: one of the first steps to effective time management is to set clear and realistic goals for your language learning. A useful framework to follow is the smart criteria, which stands for Specific, Measurable, Achievable, Relevant, and Time-bound. For example, instead of saying "I want to learn Spanish", you could say "I want to reach an intermediate level of Spanish in six months by completing an online course and practicing with a tutor twice a week". This way, you have a more concrete and measurable target that can guide your actions and motivate your progress.

Plan your schedule: once you have your goals in mind, you need to plan your schedule accordingly. You should allocate a specific amount of time for your language learning every day or week, depending on your availability and preferences. You should also consider when and where you learn best, and choose a time and place that suits your learning style and minimizes distractions. For example, if you are a morning person, you might want to dedicate an hour to your language learning before starting your work or school day. If you are a visual learner, you might want to find a quiet and well-lit space where you can use flashcards, charts, or videos.

Use the Pareto principle: the Pareto principle, also known as the 80/20 rule, states that 80% of the results come from 20% of the efforts. This means that you should focus on the most important and effective tasks that will help you achieve your

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language goals, and avoid wasting time on less relevant or productive activities. For example, if you want to improve your speaking skills, you should prioritize practicing with native speakers, listening to podcasts, or watching movies in your target language, rather than memorizing grammar rules or vocabulary lists. You should also identify and eliminate any bad habits or sources of procrastination that might hinder your learning.

Review and reflect: the last strategy for effective time management is to review and reflect on your language learning regularly. You should monitor your progress and evaluate your performance by using tests, quizzes, feedback, or self-assessment tools. You should also celebrate your achievements and acknowledge your challenges, and adjust your goals and strategies accordingly. By reviewing and reflecting, you can identify your strengths and weaknesses, learn from your mistakes, and keep yourself motivated and accountable [1].

Throughout the history, there has been great emphasis on the effective and efficient management of time, which has also been considered the key to success. Frederick Winslow Taylor gave the concept to use time management for analysing time and motion studies of employees with aim to decrease time wasting and unproductive work. In this competitive era, for high performance, the organizations and directors emphasize on searching time management tools. It has also been advised to start practicing time management from the early student life. Time management has also been defined as a form of self-management with a clear emphasis on time in understanding what activities to do; how to do them more efficiently; in what time it should be done and when is the correct time to the particular activity. It has also been association with low anxiety and greater academic achievement in students. Whereas performing goal directed activities with the purpose of using time efficiently defines time management as “behaviour”. The time management behaviour has three basic surfaces that are: time attitudes, long-range planning and short-range planning. Time attitude is the positive or negative perspective towards the present, future and past time which had been directly linked to academic achievement, especially in scientific subjects. The concept of handling everyday jobs for longer period of time and keeping up with the objectives set for significant dates is called the competence in long range planning. Whereas, planning in the short run for the day to a day activity or planning for tasks within a day or week is short-range planning. For students to better manage their curriculum and achieve learning objectives, these time management behaviours or skills are argued to improve the positive academic output [2, 471-485].

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