



## ISSUES OF TIME CAPACITY, TIME PLAN AND FREE TIME IN THE CONCEPT OF "TIME"

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### ABSTRACT

*In the process of studying the historical units of time, the etymological analysis of some words, the changes in the meaning of the words, the expansion of the meaning and the narrowing of the meaning during the analysis, most of the time-related units in the language of the analyzed works are the same in terms of form and meaning with the words that express the meaning of time in the modern Uzbek language. we witnessed the sameness, phonetic and morphological differences in some of them, and the fact that some units do not occur at all.*

**KEYWORDS:** *time, time capacity, free time, concept of time, time management, priority task, secondary task etc.*

We say that time is fast. We move fast, we move so fast that, like Achilles in Zeno's aporia "The Tortoise and Achilles", we do not reach our goal, but when we do, we actually fail, we achieve nothing. As Alal akhibat Sizif<sup>1</sup> (Zeno. "The Legend of Sisyphus"), we run after our fallen rock when we have taken it to the top with a thousand efforts. This situation will be repeated again and again... It happened before us, and the most interesting thing is that it will inevitably happen after us. As Salvador Dalí described, time always deviates. A bird's nest-shaped clock on the wall makes our heads turn white, and the hand of the wall clock touches our foreheads and makes wrinkles.

As for planning time, this is the easiest and most complex philological and philosophical issue. For us, relatively the most unlimited and at the same time the shortest gift and the responsibility that each of us has is this time.

It is known that even if people don't schedule a task on paper, they do it by finding a certain opportunity, whether they are alone or in a group.

The time in the plan is definitely there, it may just be hidden. All the work in the graph is the total time of these jobs. For example, you need 4 hours to write a report. You usually spend 10 minutes planning. With an additional 8 minutes, we will carefully consider aspects of the most efficient use of time. We distribute something properly to someone. We delegate some tasks to other employees. It is precisely in this aspect that the essence of planning is seen. Read an interesting example in Stephen Covey's book, *Focusing on the Basics*.<sup>2</sup> Stephen Covey tells the story of attending an interesting seminar on time management.

"Now we will test," he bent down a little, took a 5-meter jar with a large mouth from under the table, and placed in front of him a tray of several stones, which were the size of a fist. "How many of these stones do you think will fit in this jar," he asked. Various opinions were expressed, efforts were made to find. The instructor continued: let's check.

He fills the jar with 1-2 and then some. Then he asked. "Is the jar full now?"

They all stared and said "Yes". He took a bucket of gravel from under the table and tipped it into the jar, and the gravel quickly entered between the stones. After that he asked again. Is the jar full now?

This time they answered "Yes". "Good," he said, and from under the table he tipped a bucket of fine sand into the jar, and the sand quickly seeped into the space between the rock and the gravel. Then he looked at the people sitting and asked again: "Is the jar full now?" "Yes," the audience nodded. The instructor said again: "Okay" and poured another liter of water into the jar. So, what does all this mean - he asked. Different opinions were expressed.

Someone said, "There is always a void in life, and you have to work on it to fill it."

- No - he said. - I don't want to talk about it. The point of this experiment was, would there be room for the big rocks if I didn't put them in first?

Stephen Covey writes, "Things that are not immediate but important are like big rocks. If we know what the big stones do and put them in first, there will still be so many empty spaces that need to be filled".<sup>3</sup>

<sup>1</sup> Obnorsky N. P. Sisyphus // Entsiklopedicheskiy slovar Brockhaus i Efrona : v 86 t. (82 t. i 4 dop.). — SPb., 1890-1907. : v 86 t. (82 t. i 4 dop.). — SPb., 1890-1907.

<sup>2</sup> Stephen R. Covey. *Eighth skill. User guide* = The 8th Habit: Personal Workbook. – M.: "Alpina Publisher", 2010. — p. 240.

<sup>3</sup> The 4 imperatives of great leaders. — M.: Alpina Publisher, 2013. — 138 p.



Let's look at the time allocation of a manager named William, and this example is taken from Julie Margenstern's book. He gets up at 6.30 every morning. Weekends are divided into large blocks, just like weekdays. He regularly spends time writing his autobiography. Category A (conditional code of the first and main planned work) or important and urgent work is written first. On Fridays, he pays 10 to 12 utility bills without doing anything else. In addition, his work is divided into large blocks. On a working day, he does sports from 12 to 13 and then eats for half an hour. He does not try to motivate himself every time (with the goal of winning something). Similarly, when he sits down to write his autobiography, it is not necessary for him to drink coffee, smoke a cigarette, and talk to his friends. He sits down and starts writing. If you plan to write something for 1 hour, then it takes 15 minutes or 5 hours, you still need to do it according to the plan. He goes to sleep and wakes up at the same time every day. His work is divided into large blocks, and he can change places within them. Sometimes he compares his work with each other. For example, he reads fiction on the way to and from work.

If a person does sports at the same time, there is no need to motivate him. In the morning, he writes an autobiography (diary) and does not always feel the need to motivate. If such a motivation really takes an hour, then this situation must be taken into account during planning, it should be increased in total time, and enough time should be left to write an autobiography.

How to learn it. Let's say you miss something badly. Remember that situation. That was how it was. Most people envision or live by the end result. If you envision it in front of your eyes, and aim to make it happen, you will feel a sense of victory. It will be easy for you to take the first step. In this regard, the division of goals will also help you a lot.

There are three fallacies (mistakes) related to time management. The first is that the planned work is not completed on time, the second is that the work is not finished at the intended time, and the third is the imbalance between time and work. This corresponds to our proverb: "I will do thirty, my God will do nine." People who are over-organizers organize everything and always admirably. Overly active people are busy doing something on a regular basis. For example, there are those who spend a lot of time planning their time. They feel that all those hours of time involved in planning have been wasted.

There are also people who compare their schedule every 15 minutes. If something doesn't go right on time, they get into trouble. The essence of organizing time is that being able to manage it, to be able to use it, is not to become its victim or owner, but the essence of human life.

On Emotions – According to Daniel Goleman's model, a little (mental capacity) is not enough.

The worst graphic is when you write too many things that you can't do yourself and you can't do it. That's why we need to build based on graphic possibilities. We should leave the reserve (reserve) time, value it. It is necessary to make effective use of time transition opportunities, for example by reading a book or a magazine. Before doing this, it is necessary to fix the possibility of this time and what should be done when the time comes.

Time planning should be based on personal experience. What should we do if we don't know how long this job will take? It is necessary to make an approximate forecast. According to one of the books about the manager, a manager does not have 45 hours in his entire working life to write an account. Every day he came to work and looked at the report and said to himself that today I will not be able to finish the report (a total of 8 hours of the working day) and repeated this situation several times. When the head of the office came and asked him how the report was prepared, he said that he had not prepared it yet. A familiar situation! There is such a problem - how to eat an elephant? Of course, in parts...

- Time affects everything; The infinite number of years can change the name, the image, the character, and even the fate Franklin's system

- Pareto principle

- Alpine style

- When planning your working day, it is better to use the principle of Imbalance proposed by the Italian economist Vilfredo Pareto. This principle applies to many areas of the economy and consists of this: 80% of the resource spent provides 20% of the result, and the remaining 20% provides 80% of the result.

- Thus, a small part of time, effort and resources is responsible for a large part of the result. For example, people spend only 20% of their time to get 80% of the results from their work. It turns out that workers spend 80% of their time unproductively.

- As resources - money, personnel, material or time.

- The practical benefit of Pareto's principle is that its application means to bring together the limited means and resources of a company that are always scattered in different directions. He determines the place where the best result can be obtained from his actions.

- It is necessary to write down all the tasks and deadlines on this day, in a diary, notebook, paper or electronic document. In addition, it is necessary to indicate the period of their execution. This work should be approached very responsibly, because it will be difficult to include the work that suddenly appeared in the ready plan.

- Determining the time required to complete each stage of the work. Now determine how much time will be spent on each task. It is necessary to take into account activities such as rest, lunch, drinking coffee, because they also take time.

- Accounting for buffer time (backup). No matter how much we plan our time, we end up spending more. Therefore, it is necessary to schedule work for 60% of the time, and the remaining 40% will be buffer time. About half is spent on eliminating unexpected obstacles, and the second half is spent on sudden actions, business communication.



• Setting priorities correctly. This is the most important part of the plan. Prioritize each task (for example, rate it on a 5-point scale). Not all of the tasks planned for one day can fit into the plan. Therefore, it is necessary to include the most necessary and important tasks there.

• At the end of the working day, it is necessary to return to the plan and consider how successfully it was made. It is also necessary to pay attention to the work that has not been completed.

• "A" jobs: These are only the most important jobs that can be done independently. They are usually the most labor intensive. Only 1-2 workers from this group should be included in the work plan and 3 hours should be allocated for their execution.

• "V" jobs: These are important jobs that other employees can also do. Most of them should be uploaded, 2-3 of them should be included in their schedule. It is necessary to allocate 1 hour for the execution of these works.

• "S" jobs: These are less important but time-consuming jobs. Do not allocate more than 45 minutes to them in the working schedule. The rest of the work in this group should be abandoned.

• **Priority tasks** are issues that cannot be postponed and need to be solved immediately.

• **Secondary** – faster resolution is good, but there is no harm in delaying it for a day or two (therefore, if we leave these issues aside, they will be prioritized).

Now regarding the issue of free time, it is necessary to know the characteristics of free time well. What is free time? According to the understanding of many people, it is the time other than the time spent on work, necessities (sleeping, eating, etc.), and energy is spent on restoring strength, physical and spiritual development. Free time is also spent on personal work, cultural recreation, social and political activity, hobby activities, communication of interests.

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