

SUMMARY

Subject matter: The improvement of the use of time-management in the system of management of a modern organization (on the example of «SBSV – Kluychavto Mitsubishi KMV», ltd).

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Customer organization: «SB SV - Kluychavto Mitsubishi KMV», ltd).

Topicality of the research: Today it is necessary to emphasize the importance of the inculcation of time-management in the management of modern Russian organizations. This branch of science and knowledge has emerged relatively recently while in the West it originated already in the 16th century. The main task of time management is an effective and clear-cut time distribution and planning. As time is an invaluable and non-renewable resource it needs special attention. Many managers do not possess the skills and a certain stock of time-management methods, which doesn't allow them to effectively realize the working activity and this, in its turn, results in the decrease in the employees' capacity for work.

Objective of this research a comprehensive analysis of the use of time-management in the system of management of a modern organization and the development of recommendations on its improvement.

Tasks:

- to articulate the concept, essence and importance of time-management in the system of management of a modern organization;
- to analyze the methods used in time-management in modern organizations;
- to conduct the assessment of the efficiency of time-management;
- to analyze the performance of «SBSV - Kluychavto Mitsubishi KMV», ltd;
- to carry out the analysis of the efficiency of the use of time management in the organization of the work of «SBSV - Kluychavto Mitsubishi KMV», ltd;

- to develop the main directions of the improvement of the organization of time-management in «SBSV - Kluychavto Mitsubishi KMV», ltd;

Theoretical significance of the research is the extension of the scientific idea of the use of time-management in the management of an organization, development of methods and instruments of the improvement of this technology.

Practical significance is that the developed main directions of the improvement of the organization of time-management can be used in the work of «SBSV - Kluychavto Mitsubishi KMV», ltd. for the improvement of the efficiency of the system of management.

Conclusions: Currently time-management implies the action or the aggregate of actions targeted at the training of the deliberate control over the quality of time spent on the certain type of activities and by means of which one can substantially increase their efficiency and productivity.

Recommendations:

- we propose holding a training seminar on time-management for the «SBSV - Kluychavto Mitsubishi KMV», ltd. employees;

- we propose holding on-line meetings that will help to cut down temporary costs of the conduct of departmental meetings and argent meetings;

- we propose inculcating the program of planning and distribution of tasks to the «SBSV - Kluychavto Mitsubishi KMV», ltd. employees.