Summary

Subject matter: The development of the recommendations on the improvement of the effectiveness of time management modern managers.

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Topicality of the research is determined by the considerable influence of the rational use of a manager’s work time on the effectiveness of the entire organization.

Objective of the research is the development of the project on the improvement of the effectiveness of time management of a modern manager.

Tasks:

1. presentation of the theoretical aspects of management;
2. study of the methodological aspects of management;
3. substantiation of time-management as a management tool;
4. analysis of time-management of a modern manager on the example of “Faeton”, ltd.;
5. improvement of the system of the instilled time management in “Faeton”, ltd.;
6. development of the automated program for the optimization of time management

Theoretical and practical significance of the results of the research is conditioned by the possibility of the use of the results and recommendations in the course of the analysis of the performance, identification of the problems of management and finding ways of the improvement of the system of time management in organizations.

The proposed recommendations will enable companies to instill or improve the system of time management, which will promote the rational use of the work time of the chief specialists.
The content and conclusion can be used by heads of organizations in their practical work.

**Results of the research.** It is expected:

1. to find additional 2-3 hours of time reserve a day;
2. to create a new automated program for the optimization of time-management;
3. to expand the secondary directions of the work of “Faeton”, ltd.

**Recommendations.**:

1. to instill the project on the improvement of the effectiveness of time management into “Faeton”, ltd.
2. to write and instill a new automated program “Work On Time”, which will enable the company to optimize its time management and become a new profitable business direction for “Faeton”, ltd.