

Expecting Strategy and Time Management

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Abstract

Time management is the most important capacity to conduct effective projects. People have the same hours every day, the reason why others achieve more is not only because they work harder but they also manage their time better. Time management effectively is important for successful study but it is equally important professionally and socially. This article can serve as a necessary manual for time management

Keywords: expecting strategy, Time Management, awareness, arrangement, adaptation, segment of text, broader context, reservation, general expectations, short term planning, being flexible.

INTRODUCTION

The term Time Management is a misnomer. You cannot manage time, you manage the events in your life in relation to time. You may often wish for more time, but you only get 24 hours, 1,440 minutes, or 86,400 seconds each day. How you use that time depends on skills learned through self-analysis, planning, evaluation, and self-control. Much like money, time is both valuable and limited. It must be protected, used wisely, and budgeted. We are generally pretty good at keeping control of our finances – we don't like getting in to debt by spending more money than we have and we don't like to see our money go to waste. As a general rule we will do a lot of research trying to find the best deals before parting with our cash and there is nothing like getting a real bargain and saving money. Oddly enough, although we are fairly good at this financial management many of us are less clever when it comes to spending our time. With time we all have the tendency to over spend, to waste, to get into debt and to fail to look out the best bargains.

MAIN BODY

As in the case of Trail and Error Strategy, the main task of the interpreter is to get a broader context for making the right decision. In principle, all strategies that exist in the SI should be considered in a collected manner. Sometimes completely unexpected factors can influence the choice of a strategy by an interpreter, largely related to the psychological and individual characteristics of a simultaneous interpreter. In the context of translation, strategies function together, weaving into a single tangle of translation problems. The waiting strategy is that the simultaneous interpreter pauses a little, waiting for additional components of the text, which could fully clarify the meaning of the statement if it is not entirely clear from the existing context. A simultaneous interpreter can pause for a few seconds if he does not embarrass the recipient of the information due to the temporary lack of translation. The most optimal use of such a strategy is during pauses in the original discourse. After all, if there is a pause in the original text between two sentences, it is usually filled by pronouncing the semantic group or part of it in TL, and after pronouncing the semantic group, the translator can pause in order to get a broader context of the original. This happens at the moment when the speaker begins to pronounce the next semantic group. Purely psychologically, the audience does not notice this pause, since the audience's attention is focused on processing the information received during the translation of the previous segment.

Three particular skills separate time management success from failure:

- **Awareness:** thinking realistically about your time by understanding it is a limited resource.
- **Arrangement:** designing and organizing your goals, plans, schedules, and tasks to effectively use time.
- **Adaptation:** monitoring your use of time while performing activities, including adjusting to interruptions or changing priorities.

General Expectations. The course syllabus will tell you a lot about your professor's expectations and the time and work you will need to commit to the course. What the syllabus may or may not say is this: for students to be successful, they must engage with the course material. You are expected to analyse materials, not consume them. So, you will need to take time and make an effort - perhaps more than you have with your past schoolwork - to actively engage with the course. As a general rule, full-time students should treat their studies like a full-time job, spending 40-50 hours per week in class, doing lab work, reading, reviewing, writing, and thinking. Some weeks, the workload may be light, while in others, you may have multiple assignments or tests. It is important to plan by day, week and month to manage the ebb and flow of the term.

Short Term Planning. Short term planning involves creating a weekly schedule that allows you to complete your work. Creating a 24-hour schedule is an excellent way to start your planning; it helps to create structure to your days and illustrates how you use your time and how much time you have available. A 24-hour schedule sounds daunting, but it allows you to be flexible and to work at times which suit you best, whether you prefer the moonlight or early morning sun for study.

People should be Realistic

Unless you are superhuman, it is best to stick with what you know about yourself. If your approach to these time management tools is unrealistic, you won't use them. Don't try to take on too much, but don't sell yourself short either. Above all, get to know your own capabilities.

People should be Flexible

Review your plan constantly; update it often. If you fall behind, don't worry - simply rearrange your schedule. If something unexpected happens, go with it and rearrange your plan later. Remember, you control it; it doesn't control you.

CONCLUSION

Whatever time management strategies you use, take time to evaluate how they have worked for you. Successful time management leads to greater personal happiness, more accomplishments at home and at work, and a more satisfying future.

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