

## TIME MANAGEMENT TECHNIQUES APPLICABLE IN PHARMACEUTICAL EXERTION

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**Introduction:** Time management techniques are a set of rules and principles you need to follow in order to be more productive and efficient with your time, make better and faster decisions, as well as accomplish more in less time and with less effort.

**Keywords:** time management, management techniques.

**Purpose:** Proving the efficiency of using various time management techniques in exercising the professional's activities of pharmacists at different job places.

**Material and methods:** The analyses of bibliography sources of specialty regarding time management techniques and modeling possibilities of using them in pharmaceutical practice.

**Results:** The study of pharmaceutical activities in applying the time management techniques proved that this favors them to reach the wanted goal. The existing techniques for efficiently of time do not need to be applied all at once. This thing would lead to overwork and loss of precious time and their deepening. Here is a list of the most important time management techniques by Alyson Doyle from the article „Time management skills for workplace success”, 2019, fig. 1.



**Figure 1. Top Time Management Skills**

**Conclusions:** Based on the study it is concluded that it is possible for a pharmacist to gain two productive hours each working day or even double your output and your productivity by applying in practice the right management techniques.

The pharmacist should apply at least 3 techniques for his efficiency, the most common for his organizing style. Some of the most important time management skills include: Organization, staying organized can help you maintain a clear picture of what you need to complete and when; planning, that is described is the picture below (fig.2) by Daniela-Tatiana Corodeanu in "Time management or techniques and instruments to efficiently save time" (2006).

Another important technique is the Time Hierarchy Matrix, according to Stephen Covey, author of „Time Management or How to Set Our Priorities” (2000), tasks can be divided according to importance and urgency into four types of tasks (Tab.1).  
 Prioritization, assessing each of your responsibilities for priority is key in being a good time manager; Goal-setting this allows you to clearly understand your end goal and what exactly you need to prioritize to accomplish it. The right application of this techniques lead to winning 30 minutes daily, that can be used for solving other problems.

Criteria	Urgency	Non urgency
Importance	I	II
	<ul style="list-style-type: none"> <li>• Crises</li> <li>• Pressing problems</li> <li>• Deadline-driven projects</li> <li>• Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Prevention</li> <li>• Recognizing new opportunities</li> <li>• Planning</li> <li>• Stimulation</li> </ul>
Non importance	III	IV
	<ul style="list-style-type: none"> <li>• Some mail, some reports</li> <li>• Some meetings</li> <li>• Proximate, pressing matters</li> </ul>	<ul style="list-style-type: none"> <li>• Some phone calls</li> <li>• Time wasters</li> <li>• Pleasant activities</li> <li>• Trivia, busy work</li> </ul>

**Table 1. Time Hierarchy Matrix**



**Figure 2. Time planning techniques**

