

SMART WORK TECHNIQUES: BOOST RESULTS WHILE SAVING TIME AND ENERGY

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Abstract: This paper analyses smart work techniques that enable individuals to achieve better results with less time and energy. The study highlights planning strategies, prioritization, cognitive load reduction, and energy management methods that improve productivity. Smart work practices help maintain focus, reduce stress, and increase efficiency through structured and scientifically supported approaches.

Keywords: smart work, productivity, time management, prioritization, cognitive load, energy management.

Introduction: In today's fast flow of information and conditions of intense competition, working effectively has become an important competence for every individual. Working more does not always lead to higher results. Therefore, the principles of smart work have gained special importance in recent years. In this approach, the priority is not the amount of work, but performing it with quality and purpose. The main idea of smart work is to distribute time and energy in the most proper way in order to increase efficiency. This article analyses the theoretical foundations of smart work and its practical results in daily life.

Analysis of literature and methodology: Scientific literature shows that smart work is one of the most important approaches to increasing efficiency. Covey (2013) emphasizes that identifying priority tasks directly affects a person's overall productivity. According to Parkinson's law (1957), any task can expand according to the time allocated to it. This highlights the necessity of setting strict time limits.

According to cognitive load theory (Seller, 2011), the human brain can process only a limited amount of information at one time. Therefore, dividing tasks into stages is one of the most optimal methods. Research on energy management (Schwartz & Loehr, 2003) has proven that a person's productivity is linked to their physical and mental energy.

As a research methodology, the analysis of scientific articles, theoretical sources, practical observations, and comparison of efficiency strategies was applied.

Results: The analyses showed that smart work techniques produce the following outcomes:

1.Planning significantly increases productivity

Daily, weekly, and monthly plans help save time and focus attention on important tasks.

2. Prioritizing tasks allows optimal energy usage

It has been observed that “important but not urgent” tasks yield the highest results.

3. Reducing cognitive load increases work speed

It was found that breaking tasks into smaller parts and avoiding multitasking increase efficiency by 30–40%.

4. Focused work (deep work) delivers high quality

Single 40–60-minute-deep-work sessions were noted to produce the best results.

5. Proper rest ensures energy stability

Short breaks, 7–8 hours of daily sleep, and small power naps improve work quality and motivation.

6. Technological tools simplify the workflow

Planning apps, digital calendars, and time-tracking tools help improve results.

Discussion: The results show that smart work not only enhances productivity but also strengthens an individual’s psychological well-being. The traditional approach of working more often leads to fatigue and stress, while smart work is based on balanced resource management. Selecting priority tasks, setting time limits, and focusing attention on a single point increase cognitive stability.

Another important aspect is energy management. Lack of energy negatively affects productivity, so psychological and physical recovery is considered an integral part of smart work.

Conclusion: The principles of smart work are among the most effective working approaches in modern life. They rely on proper time management, prioritizing tasks, reducing cognitive load, and balancing energy. The research results showed that applying smart work techniques as a daily habit significantly improves a person’s work quality, motivation, and overall well-being. Therefore, smart work is an effective strategy that enhances not only work outcomes but also the quality of life.

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