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**MODERN APPROACHES TO ORGANIZING THE MANAGER’S WORK**

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***Research Methodology.*** *The methodology of the research is based on the conclusions of scientists and practitioners on the chosen problem. In the process of research we have used means and methods of scientific research: the methods of analysis and synthesis, calculation and the analytical method.*

***Results.*** *On the basis of the research and publications analysis on the time mana­gement, the criteria for using the time have been selected. The study of using the time has been done with the help of the self-photograph of the working day by the criteria of “personal scenario”, “independence or alien will”, “urgency”, “significance”. The Chief of the Economic Service and Marketing has been selected as the objects of the research. The study of the working time at a printing enterprise indicates the possibility of obtaining additional benefits for the enterprise without additional investment.*

***Novelty.*** *The researches reflected in the article give the grounds to assert that the rational using of time by managers at printing enterprises is relevant. The criteria for using the time have been selected, the method of its use has been suggested.*

***Practical Significance.*** *The research can be used at operating enterprises by the employees of the managing department for the preparation of personal calendar plans, the optimal use of their working time and the determination of the priorities of the work. Without additional investment, the company can increase profits and competitiveness.*