

**ABSTRACT:**

The purpose of this diploma thesis is to analyse time management methods and their application in secondary education. The theoretical part of the thesis focuses on different time management methods, which are available to teachers and pupils in secondary education. Special attention is paid to the representation of this topic in the Framework Educational Programs (FEPs) for basic education, Gymnasium and secondary vocational education. The practical part deals with how teachers and pupils use these methods. Teachers are also asked how they pass their knowledge of time management to their pupils. The research is realized in the form of semi-structured interviews with teachers and psychologists. The interviews showed that time management is not systematically taught in schools. The result of this diploma thesis is a description of useful methods and recommendations for their practical application in the educational process.