

Abstract

This thesis deals with topic of time management in social work. First three chapters introducing theoretical basis used for investigation in practical section.

In a beginning of this thesis are defined main topics and themes. Then the social work is characterized, its current state in Czech Republic and requirements for social workers. Also the basic attributes of social work are mentioned so its subject, paradigm or its grounding in social work. The attention is given to description of Time Management, its research for social worker and the techniques used in practice. At the end of theoretical section is contemplated how time management can be used in social work including existing limits as well as benefits for social workers especially in terms of burn out syndrome.

Practical section is devoted to description of used qualitative research survey. The objective of research was to find out what is the position of social worker to the topic of Time management and how the Time management can be availed to simplify and make more efficient job of social worker. The researched group consisted of seven probands associated with social work which whom the semi structured interview was conducted.

For the analyzing of the data the grounded theory was used. By the open coding was created two main groups namely “Balancing between bureaucracy and time management” and “Time management in social work”. In axial coding where the categories and subcategories sorted to paradigm developed by Strauss and Corbin. As a main phenomenon was selected “Time management in social work”. By central category, in new created theory in terms of selective coding, have been determined “Balancing between client and bureaucracy”. Usage of Time management is prevented by external barriers given by characteristic of nowadays job of social workers, which are difficult to change. But what is possible is to change barriers on the side of social worker, which are connected to refusing of time management in social work because of over focus to direct work with client but also because of helper's syndrome.

Time management can be good prevention against burnout syndrome. The big must is to understand the topic of time management and willing to start using time management in their daily routines.

Part of this thesis is also recommendation for practice of social work, which is targeted to social workers eventually their managers.