

ABSTRACT

The bachelor's thesis deals with methods of self-knowledge, tools and techniques of self-management and time management of managers in kindergartens. These are school principals, deputy principals and senior pedagogical staff. The work mentions concepts such as self-knowledge, self-evaluation and their meaning and methods. Describes the principles of self-knowledge and ways to be proactive. It focuses mainly on tools and techniques of self-management and time management, where it outlines the principles and procedures of planning that can be used to streamline work. The work is designed so that its knowledge can be used by managers of primary and secondary schools.

KEYWORDS

time management, self-management, self-knowledge, self-education, planning, time thieves, time management