

Efficient use of time and the right organisation of the work of executives in nursery schools is made possible by increasing the duality of their work in terms of all the organisation and people affected by it.

The time management method represents one of the modern tools of executive work. Its knowledge and practical application also enables to achieve a greater work efficiency in nonprofit organisations. In the environment of the sample studied, the method is still not very widespread and common. The sample contained organisations of different size and number of pupils.

An integral part of the work is the evaluation of the research which covers the awareness the school executives have of time management as well as how they use some of its principles in practice.