

hard-pressed to find even 10 minutes to sit and do nothing. Having good time management skills helps you find that time. When you're busy, you're getting more done. You accumulate extra time throughout your day that you can use later to relax, unwind, and prepare for a good night's sleep.

5. Self-discipline is valuable. When you practice good time management, you leave no room for procrastination. The better you get at it, the more self-discipline you learn. This is a valuable skill that will begin to impact other areas of your life where a lack of discipline has kept you from achieving a goal.[3]

6. You get to decide where your time goes. You can either spend it moving forward, or you can spend it putting out fires. You decide. And if you don't decide, others will decide for you.

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THE SHADOW ECONOMY

The shadow (underground) economy plays a major role in many countries. People evade taxes and regulations by working in the shadow economy or by employing people illegally. This is unregulated economic activity can result in reduced tax revenue and public goods and services, lower tax morale and less tax compliance, higher control costs, and lower economic growth rates.

There are two main reasons why people work in the shadow economy:

- Deliberate Strategy: these people do it because they want to. It is the rational behavior of business people who have no intention of paying taxes and do not wish to comply with state regulations.

- Coping strategy: people need to do this in order to survive. For hundreds of millions of individuals across the world, there is no other choice. They work in an economic environment that lacks opportunities. These include temporary jobs, unpaid jobs, casual jobs, subsistence farming, etc.

The shadow economy plays both a controversial and important role in society [1]. It provides hundreds of millions of people with an income, reduces the devastating effects of unemployment, especially in poor countries where jobless people receive no financial assistance from the state, and helps boost the incomes of those who are underemployed. In the vast majority of cases, work is low-paid.

Characteristics of the shadow economy:

- Entry: is easy. Individuals who want to join can, in most cases, find work. [4, c. 69]

- Scale: everything is done on a small scale. Unlike legal drugmakers – multinational pharmaceutical companies – that receive many tons of raw materials in one delivery, and have production runs that produce tens of millions of units, illicit sellers of drugs buy and sell goods on a much smaller scale.

- Skills: most of the work requires no formal training; it is unskilled.

- Unstable: job security does not exist in the shadow economy. There is no stable employer-employee relationship.

There are recommendations for overcoming the shadow economy:

- reducing tax burden (including social insurance contributions) for low-earners is top priority measure especially in countries with low formal income (i.e. where the risk of absolute poverty is higher)[2];

- enabling the environment for legal economic activity and the formation of «economic confidence» based on maximization of interests of all businesses and segments of the population;

- reform of law enforcement, judicial and administrative-territorial structure, and fundamental reform of local government, which will lead to a significant improvement of the current legislation.

So, that the shadow economy is part of the economy, which includes products and services that are paid in cash, and therefore not declared for tax.

The shadow economy exists in any country in the world. To reduce its existence, the recommendations contained in the text should be used.

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THE CONCEPT OF NEW PUBLIC MANAGEMENT

The field of public administration has been rife with debate about the New Public Management over the past decade. Interpretations of its origins and evolution, in particular, have become polarized [4]. Unfortunately, there is no exact answer to this question, however, there are many different theories and interpretations. After more than a decade of spirited debate, neither its supporters nor its critics can quite get a handle on what the new public management is and, in particular, on what is new about it-let alone on whether, taken as a whole, it is a good [5].

The model of the “New Public Management” (NPM) – public management practices originating from the private sector – was coined in the work of the British and Australian theorists Christopher Hood and Michael Jackson, *Administrative Argument* (1991) and again in 1991 by Christopher Hood when carrying out a study on the evolution of the public management styles of OECD countries back in the 1980s. Christopher Hood traced a pattern within the various styles of public management and styled a singular concept that would provide an explanation to public organizations’ establishment, although he