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CLASS TEST 2

QUESTION

Time management is crucial for success and realization of goals.

Discuss succinctly on this statement

**Time management** is the process of planning and exercising conscious control of the time spent on specific activities to work smarter than harder. It is a juggling act of various things that help you increase efficiency and [strike a better work-life balance](https://www.proofhub.com/articles/work-life-balance-tips).

Improving your time management at work allows you to enhance your performance and achieve your desired goals with less effort and more effective strategies.

**Benefits of time management in a realization of goals.**

There are many advantages that come along with proper management of time. In your professional life, time management can benefit you in the following ways:

1. **Deliver work on time**
2. **Provide a better quality of work**
3. **More productivity and efficiency**
4. **Much less procrastination**
5. **Less stress and anxiety**
6. **Improved quality of life**
7. **More opportunities and career growth**
8. **More time for leisure and recreation**