GAIUS DATIABASI IBANGA

17/ENG02/029

COMPUTER ENGINEERING

ENG384

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SNAP TEST

QUESTION 1

Time management is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter not harder so that you get more done in less time, even when time is tight and pressures are high. Time management aid to provide a better quality of work and it helps to stops procrastination. It reduces stress and anxiety and improves quality of life when one’s work is organized,