NAME: EKEOGU IZUCHUKWU

MATRIC NO: 17/ENG04/019

DEPT: ELECT/ELECT ENGINEERING

SHORT TEST 1

Effective time management is the effective use of your time that allows you to plan your days in such a way that you finish your work with less effort and make the most of the limited time you’ve got.

Time management is one of the most important skills to have, but it is often a concept that many businesses, and people, struggle with. Small businesses, in particular, cannot afford to waste time with bad time management and inefficiency. However, the benefits of good time management practices are immeasurable. Businesses that utilize good time management are better positioned to consistently deliver their product, or service, on-time.

Good time management also means that a business is able to solve problems that arise without it significantly impacting day-to-day operations. This is essential for businesses that rely on constant output to increase ROI - a planned, structured schedule provides extra time for problem-solving or unforeseen circumstances. Business owners can, and should, cultivate a workplace that values time management.