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**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.

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. When you understand the importance of time management, you gain the motivation to stop sitting around and pursue your goals.

As a result of this hard work and newfound motivation, you reach your goals faster.

Properly managing time includes making a to-do list, allocating time to each item from your to-do list, and then scheduling those tasks on your calendar.

By doing so, you’ll no longer be indecisive about what you have to do next, and whether you’ll have to finish everything you need to.

When you properly manage time, you don’t have to worry about missing deadlines or forgetting errands – because you already planned your time in such a way that prevents such mishaps from happening.

As a result, you’ll feel less stressed about your workload and more calm about the end results.

## **IN ENGINEERING**

When you know you’re working on a fixed schedule with tasks allocated to specific time slots in the day, it’ll be easier for you to focus – because you’ll know you have personal deadlines to meet for each task.

As a result, you’ll delay work on said tasks much less

Racing to beat a deadline is stressful, because you don’t know whether you’ll succeed. But, good time management helps you view your workday, not as a whole, but as a set of tasks you need to go through.

Once you have all your tasks laid out like that, with the specific time you’ll need to finish each of them, it becomes easier to single out priorities and make arrangements that make sure you minimize such stress.

## **You’ll maintain your professional reputation**

Missing deadlines, forgetting meetings, and rushing projects is an expected outcome of poor time management – one that will likely put a dent in your reputation, if given enough time.

But, proper time management eradicates these possibilities and helps you build and maintain your professional reputation.