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MAT. NO.: 17/ENG03/016

TEST 1 OF JUNE 15TH 2020

How does time management and success of goals come across each other? Well the following methods in which time is being saved answers the question

1. Identifying personal and work related activities: Thinking carefully about outcomes that are important to you. listing them out. Specify exactly what you want to accomplish and by when. If you have multiple priorities in the same area (personal or professional), try to select only one or two initially, or try to rank them as to importance.
2. Identifying deadlines:
3. Spend your mornings on MITs:These are your most important tasks (MITs) of the day. Accomplishing those will give you the biggest momentum to help you sail through the rest of the day.
4. Lastly, All goals that are set should be timely, meaning that there is a set deadline attached to the goal. This gives employees motivation to meet the goal within a certain time period. It also provides the information needed to develop an action plan so that the goal can be met within the stated timeframe.