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***CIVIL ENGINEERING***

***17/ENG03/038***

***Time management is crucial for success and realization of goals, discuss succinctly on this statement.***

In any small business, setting goals and practicing time management techniques are two necessary elements for success. The business goals that are set should be SMART (i.e specific, measurable, attainable, realistic and timely). Time management comes into play with the measurable and timely aspects of goal setting.

Efficiency at work is duly observed when time management comes into place; and optimum use of time available means there is more accomplishment within the least possible time, even to the last second! Your goal is achieved when time is managed efficiently and that’s a stepping stone to achieving your goals.