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COMPUTER ENGINEERING

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.

This is why we need to always focus on the right thing and pay close attention to every detail to be successful in whatever we are up to. Time does not wait for anyone, so we need to work hard and not wait till the time is up or close. A successful person will not wait till the end to begin but will effectively accomplish their mission. Failing to manage your time damages your effectiveness and causes stress.