**NAME: KAKIRA IMRAN NURA**

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**QUESTION: TIME MANAGEMENT IS CRUCIAL FOR SUCCESS AND REALIZATION OF GOALS DISCUSS SUCCINCTLY ON THIS STATEMENT.**

**ANSWER:**

Goal setting and time management can help you in achieving the desired success in a lesser amount of time. The biggest advantage that you can reap is that you will no longer check the clock compulsively because you will be busy following the goals that you set. In this situation, the clock will become an instrument that can keep you on track in order to complete your tasks within the available time. Another reason why you need goal setting and time management in your life is that these two can’t be separated. You can’t effectively use time management unless you have goals set for yourself. Having proper goals in place, you won’t have much to wander around and waste your time instead; you will be focused on reaching the deadline according to the goals set.

1. Identify importantly goals
2. Smart goal setting
3. Work towards the main goal
4. Instill keystone habits into your life