NWAGWUAGWU TOCHUKWU DAISY

17/ENG04/043

ENG 384

ELECTRICAL ELECTRONICS ENGINEERING

CLASS TEST1

QUESTION: Time management is crucial for success and realization of goals. Discuss succinctly on this statement.

As it is said Time is Money. So as an individual who wants to be successful and realize his/her goals time management is very essential. For a person to manage his/her they have to do some of the following things.

* The person has to define their goals that is write everything that needs to be achieved for the realization of the goals and also the deadline to meet up to achieve the goal.
* Also the person has to prioritize, that is the task to achieving the goal should be classified according to their importance and the most important tasks should be done first.
* There should also be planning and scheduling of activities for months, weeks, years.
* Focus on your task, do not let any thing distract you from your goal.
* Always pass on unnecessary activities, learn to say no.
* Some tasks might be every day, learn to turn them to habits it makes it easier for you to complete the task and achieve your aim
* Also, learn how to be consistent with the task and also comply with the objectives and deadlines of the goals you’ve set in order to achieve it in a particular set time.
* Also learn to eat healthy and exercise to keep fit so you can achieve your goal .

With the following steps, and more one can achieve his/her goal at a particular set time.