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DEPARTMENT: CHEMICAL ENGINEERING

COURSE CODE: ENG 384

QUESTION 1: TIME MANAGEMNT IS CRUCIAL FOR GOAL REALIZATION. DISCUSS THIS STATEMENT

SOLUTION:

Time management is the process of planning and exercising conscious control of the time spent on specific activities to work smarter than harder. Improving your time management at work allows you to enhance your performance and achieve your desired goals with less effort and more effective strategies.

Failing to manage time or poor [time management skills at work](https://blog.proofhub.com/the-importance-of-improving-your-time-management-skills-a3adaa149b2) can result in:

* Missed deadlines and appointments
* Procrastination and lack of focus
* Lack of professionalism
* Inefficient workflow and low work quality
* Poor professional reputation
* Strained workplace relationships
* Financial penalties
* Work and life imbalance

As an engineer time management is very crucial in order to get projects done and improve the workface and reputation of the company. Understanding how to manage time effectively while getting a job done promotes the following in the working place;

**Productivity and work efficiency would be on a rise with good time management**: It is no secret that effective time management skills make you more productive and efficient as a working professional. These skills are helpful in helping you finish tasks as early as possible without compromising on the quality of work. Your overall productivity often goes for a toss when you’re working on unimportant tasks but effective time management skills let you tick off tasks that are both important and urgent on time.

**Projects delivered quickly:** Allocating a finite time period to tasks or projects help you complete them on time. It also helps you to [manage your workload in the most effective way](https://www.proofhub.com/articles/how-to-prioritize-work). When you have time-boxed tasks, your brain gets rewired to follow the structure and accomplish those activities within the desired time-frame. Thus, you can easily deliver work on time if you have managed your time well.

Seeing the pros and cons of effective time management we can say the pros is way better.