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CLASS TEST

Good time management allows you to accomplish more in a shorter period of time, which leads to more free time, which lets you take advantage of learning opportunities, lowers your stress, and helps you focus, which leads to more career success. Each benefit of time management improves another aspect of your life. Being efficient at work is about managing your time. Optimum use of your time means you accomplish more in the least possible time. Being able to manage your time well gives you a competitive advantage over your colleagues. You get more done and hence you get assigned to more important projects in the future.