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 so that you get more done in less time, even when time is tight and pressures are high. We as human beings always aim to succeed in life therefore, we set out certain goals within a given timeframe to help us achieve success. Time management is crucial because if time is not well managed, the goals may not be achieved within the given time frame or even at all.