**NTA MARTIN IDOREYIN**

**17/ENG02/050**

**COMPUTER ENGINEERING**

**It improves your self-discipline**

**if you have good time management skills, the chances are that you’re highly self-disciplined. You’re the kind of person who stops procrastination dead in its tracks and drives forward to achieve your goals. This self-discipline improves other areas of your life too, from your career to your relationships. In other words, the better you get at time management, the better your self-discipline will be. This will make you more successful at meeting goals in all areas of your life.**

**It improves the quality of your work**

**Having good time management skills doesn’t mean that you pull all-nighters to meet a deadline. It means that you manage your time effectively and space out your work while keeping your regular sleeping routine. According to research, almost half of Americans regularly get insufficient or low-quality sleep and report that this interferes with their daily lives. You need a good night’s sleep if you want to produce quality work; good time management skills will help you get the rest you need.**

**Winding down is essential**

**Between work, family commitments and running errands, most of us don’t get enough time to relax. If you want to have enough time to unwind, relax and prepare for the following day, good time management skills are essential. You need to know how to organize your work times and your break times to recuperate mentally and physically after a long day’s work.**

**It reduces stress**

**Take a few moments to reflect on your day:**

**Do you feel as though you’re always busy, but accomplish little?**

**Is there something that’s been keeping you up at night with worry?**

**Are you unable to complete your work?**

**If you answered “yes” to one or more of those questions, you’re likely feeling stressed. When you don’t feel as though you have control of your time and are always frantically working to meet deadlines, it’s highly likely that your health is suffering. Time management skills can help to reduce or even eliminate stress. Good time management skills will make you more productive, helping you to meet your deadlines and lowering your stress levels.**

**It opens up new possibilities**

**One of the hidden dangers of poor time management is that it kills your chances of broadening your horizons and trying out new things. If you go through life rushing from one task to the next, you never have the chance to explore different opportunities. With more free time, you may be able to volunteer at a local charity or help someone in need. It’s hard to put a dollar value on these types of tasks but they are innately fulfilling and enriching.**

**. It enhances your decision-making ability**

**Time management skills help you avoid stress and get enough sleep. This has a powerful effect on the quality of your decisions and, in turn, affects almost every aspect of your life, from your career progression to your relationships, friendships and social life. Through effective time management, you can avoid making the poor decisions that you make when you’re feeling stressed, tired or pressured.**