LOTANNA MADUAGWUNA 18/ENG04/081

What is time management

 time management is the strategy of planning out your available time and controlling the amount of time you spend on specific tasks in order to work more efficiently. Effective time management comes easier to some people than to others, but everyone can develop habits to improve their time management skills. Without strong time management, your work and wellbeing can suffer, and it can lead to poor quality of work, delay of deadline, ruining work balance, increasing stress and anxiety levels.

Time management is a proper and structural usage of ones’ time to enhance a person’s proficiency to further their growth and performances thus fulfilling goals set, time management helps in improving aspects of our lives like our health and work.

Importance of time management to further our goals

 PRODUCE BETTER WORK

When you’re not constantly racing to meet a deadline, you can put more effort and thought into your work. Time management helps you prioritize your tasks so that you ensure you have enough time available to complete every project. The quality of your work increases when you’re not rushing to complete it ahead of a fast approaching deadline.

DELIVER WORK ON TIME

Properly managing your time involves assigning every task on your list to a specific blocks of time. Many people use time management to allow themselves several days to complete a project, or finish it ahead of the due date to provide a buffer for any challenges that might arise. If you properly schedule the time needed to complete your work, you’ll be able to hit your deadlines every time.

IMPROVED CAREER OPPORTUNITIES

Time management can help you become a more reliable employee who always submits high-quality work by your due dates. This in turn will make you more valuable as a worker and improve your professional reputation, which can help you find new opportunities to expand your career.