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ELECTRICAL ELECTRONICS ENGINEERING

ENG 384

ENG LAW SHORT TEST

IMPORTANCE OF TIME MANAGEMENT:

Time Management permits you to achieve more in a shorter period of time, which leads to more free time, which lets you take advantage of learning openings, lowers your stress, and helps you focus, which leads to more career success. Each benefit of time management improves another aspect of your life. Effective time management is used to assign workers attainable goals, resources and time-frames to lower the overall cost of the project with the efficient use of their billable hours and energy.

Effective time management can provide a guide for putting your intentions into action, lowering your stress, and helping you achieve your goals. Below are the following ways goals can be achieved through time management:

- Avoid constant interruptions and distractions that waste time meant for working on a project.
- Put more effort in tasks that demand higher priority rather than wasting time in less important tasks.
- Stop procrastinating.