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COMPUTER ENGINEERING

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ENG 384 Quiz

1. Importance of time management for success and realization of goals.

What is Time Management?

Time management is one of the most effective skills out there and it has a great influence on your professional and personal life. We all know for a fact that time is one of the most scarce and valuable resources, which can’t be wasted. If you are not properly using your time to be productive, you will end up losing your personal time for work. When you constantly waste time, you can’t achieve your goals. Time is something that doesn’t discriminate against anyone on the basis of age, religion, gender or income. Good time management allows you to accomplish more in a shorter period of time, which leads to more free time, which also lets you take advantage of learning opportunities, lowers your stress, and helps you focus, which leads to more career success. The importance of time management comes down to how much you value the time you have. By developing time management skills, you can create a much better work-life balance. The consequence of bad time management can lead to stress, burnout and frustration as you simply don't have the time to achieve your goals. The values and work ethic displayed by a company's decision makers have a direct influence on company culture, and many times, on a business' profitability. Time management improves the efficiency and effectiveness of a business, and business owners should continuously work on developing, or improving, their own time management skills. Goal setting and time management can help you in achieving the desired success in a lesser amount of time. The biggest advantage that you can reap is that you will no longer check the clock compulsively because you will be busy following the goals that you set. Another reason why you need goal setting and time management in your life is that these two can’t be separated. You can’t effectively use time management unless you have goals set for yourself. Having proper goals in place, you won’t have much to wander around and waste your time instead; you will be focused on reaching the deadline according to the goals set.

Ways to efficiently maximize time management include:

1. Prioritizing
2. Setting Measurable Goals
3. Plan ahead & knowing when to delegate etc.