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COMPUTER ENGINEERING

17/ENG02/032

ENG 384 SHORT TEST 15-06-20

QUESTION 1

The factor time management on its own means the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. With that nothing can actually efficiently be done without effective Time Management. In Order for success and realizations of goals to be met using time management, these factors must be met.

1. Effective Planning
2. Setting goals and objectives
3. Setting deadlines
4. Delegation of responsibilities
5. Prioritizing activities as per their importance
6. Spending the right time on the right activity.

For Effective Time Management one needs to be:

- Organized - Avoid keeping stacks of file and heaps of paper at your workstation. Throw what all you don't need. Put important documents in folders. Keep the files in their respective drawers with labels on top of each file. It saves time which goes on unnecessary searching.
- Don't misuse time - Do not kill time by loitering or gossiping around. Concentrate on your work and finish assignments on time. Remember your organization is not paying you for playing games on computer or peeping into other's cubicles. First complete your work and then do whatever you feel like doing. Don't wait till the last moment.
- Be Focused - One needs to be focused for effective time management.

All of the above factors, can efficiently achieve the realizations of goal, and success. Furthermore, when you can effectively manage your time, it drastically improves your focus ability, and with increased focus comes, efficiency, which then achieves a specific goal. Objectives or goals assigned to you will be done in matter of minutes or hours verses with no time management at all can take months or years.

This effective time management are used with online delivery services for example, in order to successfully delivery you order to your door within a specified time regardless of origin destination.

Also, with students during examinations they are given a specific time to complete an exam, and effective time management if crucial in this role because without, you won't be able to answer all required questions or even accomplish anything tangible.

