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**17/ENG03/046**

**CIVIL ENGINEERING**

**TIME MANAGEMENT**

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. In order to efficiently manage one’s time, you have to;

1. Define your goals by writing down everything that you need to do along with the deadlines for the realisation of these goals.
2. Prioritise because not everything is as important as it may seem at first.
3. Planning and schedule by preparing daily, weekly, and monthly schedules of activities.
4. Devote your entire focus to the task at hand. Once you start with a task, tune out all other disruptive factors (close all other browser windows, put your phone on silent, etc.) and focus 100 percent on the task at hand.
5. Control your activities by being consistent with the tasks at hand and comply with the set objectives and deadlines. Regularly check if you are complying with the set objectives and deadlines.

Reasons to manage time are;

1. Time is limited. No matter how you slice it, there are only 24 hours in a day.
2. You can accomplish more with less effort.
3. Improved decision-making ability.
4. Become more successful in your career.
5. Reduce stress.
6. It provides us with free time. Everyone needs time to relax and unwind.

Self-discipline is valuable. Good time management allows you to accomplish more in a shorter period of time, which leads to more free time, which lets you take advantage of learning opportunities, lowers your stress, and helps you focus, which leads to more career success.