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17/ENG03/059

CIVIL ENGINEERING

ENGINEERING LAW CLASS TEST

SHORT TEST

Time management is crucial for success and realization of goals.

Discuss succinctly on this statement

Answer.

Firstly, we know time management means the ability to use one's time effectively or productively, especially at work. NB "time management is the key to efficient working". The successful people always draw out a schedule of things to be done in a particular time of the day, this groams and helps gain a goal day by day. Also, from my view as a student time management shapes the student’s mind into the direction of discipline and sense of duty. Discipline is extremely important especially in school life to become better students. Time management is a skill that enables students to use their time productively and efficiently.

Reasons why it is important to us as an individual

Today’s entrepreneur, leaders and other professions need to take control of their time. All of us are not productive in our 9 to 5 working schedule. Today we’re are struggling with time to control it. It’s not an easy task while there are hundreds of commands being given to us. We are busy but not busy with things that generate values. Today managers try to make their employees productive at the office. Employees are also learning to manage time effectively, that’s very important to achieve success at work with less effort. Students need to follow the to-do list and need to set a timetable for every activity. If students’ priorities their task based on the importance, then it will very helpful in their career.

It is also important during exams, students need to complete the attempted question paper. During exams the time is limited. Within that time, they must prove what they learned in the whole year. Some students have great knowledge and know almost everything about the subject, but they failed to attempt the question paper in a given fixed time. That is why managing time for all questions is important. All questions are important to get maximum marks. Students need to understand what question requires more time. How can all 10 or 5 questions be answered in 3 hours’ time? Three things are very helpful for students to attempt the question paper.