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**CLASS TEST 1 (15/06/2020)**

Time management to begin with is simply the ability of a person to use his or her time effectively or productively especially at work, school, etc.

Time management is important for students to do the study with focus. Time management is important for students to get high marks. Student’s success in studies depends much on managing time efficiently. The habits and morals they acquire during school time and home will stick with them throughout the future.

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 Time management is crucial

* Students get a minimum of one year’s time to pass one class. One whole year’s time students spend on completing the syllabus, doing homework, giving exams. Some students only start studying seriously when the exam dates are near. If students manage their time for studying as early as they begin a new class and study regularly by the following timetable, then it helps them to accomplish more in the class than other students.
* 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 2-3 hours 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.

First, if the students learned regularly about the subjects and question then they don’t have to worry about the time because they know the answer immediately without too much thought. Secondly, if they learned well from their teachers how to attempt the question paper in a fixed time they will do well. The third is their own creativity. For instance, few students do most difficult questions first, which takes more time and then go for the other questions. These kinds of time management skills are great.