OBOT MKPOUTO OBOT

17/ENG04/046

ELECT ELECT

ENG384

ANSWER

Time is a limited resource so efficient use and management of said resource is essential. To meet your goals quickly and with little stress time management is a must, because of the added advantage of completing your task faster than your other colleagues who help to boost your reputation .time management helps to breakdown tasks and improve decision making as well as to improve your analytical and critical thinking. With effective time management you have more free time to accomplish other tasks which gives you learning opportunities and lowers your stress leading to a successful career.