**FIDE-AKWUOBI ANTHONY CHIZALU**

**17/ENG06/037**

**MECHANICAL ENGINEERING**

**ENG 384 CLASS TEST**

1. Time management is the effective use of time in such a way that more is done with less effort. In the achievement of goals, it helps us to get more done but in less time using less effort which in this case could be human energy, resources and funds.

Time management reduces the risk of errors as the there is adequate time for leisure. The mind works better and feels more energized with rest. Time management helps you feel calmer and relaxed as you only have to achieve well outlined goals in a specific time bracket.

Time management helps us to meet deadlines, avoid procrastination, avoid unwanted stress and avoid financial or legal penalties in the case of contracts.