The value of time management lies in the fact that people have too many tasks they need to do but not enough time for the things that they want to do. Time management helps to identify the needs and wants in terms of their importance and matches them with time and other resources.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. Each benefit of time management improves another aspect of your life.

The following steps for effective time management can provide a guide for putting your intentions into action, lowering your stress, and helping you achieve your goals.

1. Identify your personal and work-related priorities.

2. Translate your pirorits into concrete goals with component activities.

3. Identify deadlines intermediary time frames related to each activity step and goal attainment

**4. Consider your monthly calendar or planning notebook a timesaving device.**

**5. Learn to say "No" to opportunities and requests that take your time and don't move you forward towards goal attainment.**