## SIMON BOLIYEH DION

## CIVIL ENGINEERING

## 17/ENG03/051

## CLASS TEST ONE

## 15 JUNE, 2020.

## QUESTION: Time management is crucial for success and realization of goals. Discuss succinctly on this statement

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time. Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency.

One of the most effective skills you can have in life is powerful and effective time management. If you're not managing your time well, there's no way you're going to reach your goals at work and the life outside of it. Sure, you might make some progress. But your time management will be an uphill battle if you don't take your time seriously. For people who squander and waste the precious little time they do have, they know all too well how difficult achieving even mildly difficult goals can be.

The truth is that time is the greatest equalizer in life. No matter who you are, your age, income, gender, race or religion, you have the same amount of time as the next person. Whether you're filthy rich or dirt poor, your time is the same. It's not about how much time you have. It's about how effectively you manage your time.

A few tips on how to effectively manage time are:

1. Define your goals: write down everything that you need to do along with the deadlines for the realization of these goals.
2. Prioritize: not everything is as important as it may seem at first. Classify your tasks according to their importance, the required time for their implementation, whether other people need to be included, etc. The golden rule of time management is: Complete high priority tasks first.
3. Planning and schedule: prepare daily, weekly, and monthly schedules of activities. If you are working on a project that takes several months, also prepare an annual plan. Prepare the list of daily activities at the end of the workday, so that you can start the new day with clearly scheduled activities. A word of advice: occasionally include the “me time” item in the schedule :-)
4. Devote your entire focus to the task at hand: once you start with a task, tune out all other disruptive factors (close all other browser windows, put your phone on silent, etc.) and focus 100 percent on the task at hand.
5. Learn to say “no”: if you take on too many activities, you will not have enough time. Decide which opportunities to pass on.
6. Turn key everyday tasks into habits: your daily routine and habit will make it easier to realize the tasks.
7. Control your activities: be consistent with the tasks at hand and comply with the set objectives and deadlines. Regularly check if you are complying with the set objectives and deadlines.
8. Don’t forget to work out, exercise and eat healthily: you know the saying: “A healthy mind in a healthy body”

Our time will be better managed as engineers if we try and abide by the few tips listed and discussed above,