# **EFFECT OF TIME MANAGEMENT**

As an engineer and a prospecting member of the labor force, in other to achieve success in what one is doing e.g. your job, your ideals and goal etc.- there must be effective management of the time used. To effectively manage time, one must need balance in life. If you lack balance in your life, you're going to feel stressed out. Even if you're able to effectively juggle your responsibilities, without proper balance you're going to eventually reach your breaking point. So, it's important to not only follow a system that will help you get things done, but also one where you prioritize personal and family time. Once balance is achieved, goals within every aspect of ones life can be realized. Without time management, a person would lack the right knowledge or the right goal to immediately achieve leading to degradation in growth of life and idleness. Break each goal into its component activities; identify what steps are needed to achieve the goal. Identify the requirements and resources you need related to each activity step. This helps you organize for success and have what you need to move forward towards goal attainment. Pinpointing resources is especially important if accomplishment of your goal requires the cooperation or assistance of other people. These could include deadlines for personal goals (sign up for an exercise class by March 1) or work-related goals such as report deadlines (gather needed data to complete quarterly report by March 30). Write these activities and their individual deadlines on your calendar; scheduling them gives you a direction and affirms your commitment to carry them through, step by step. If you need access to libraries, media/computing centers, or other resources, find out their availability before you need them. Plan time in your own schedule to access these resources in advance; don't wait until the day before a deadline occurs. As explain time management is needed if one must succeed in life.