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QUESTION 1

TIME MANAGEMENT IS CRUCIAL FOR SUCCESS AND RELISATION OF GOALS.

Time management is the process of planning and controlling how much time to spend on specific activities. Good time management enables an individual to complete more

 in a shorter period of time, lowers stress, and leads to career success.

 The ability to manage your time effectively is important. Good time management

 leads to improved efficiency and productivity, less stress, and more success in life.

 Here are some benefits of managing time effectively:

Stress relief

 Making and following a task schedule reduces anxiety. As you check off items on

 your “to-do” list, you can see that you are making tangible progress. This helps you

 avoid feeling stressed out with worry about whether you’re getting things done.

 More time

 Good time management gives you extra time to spend in your daily life. People who can time-manage effectively enjoy having more time to spend on hobbies or other

 personal pursuits.

More opportunities

 Managing time well leads to more opportunities and less time wasted on trivial

 activities. Good time management skills are key qualities that employers look for. The ability to prioritize and schedule work is extremely desirable for any organization.

 Ability to realize goals

 Individuals who practice good time management are able to better achieve goals and

 objectives, and do so in a shorter length of time.