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**ANSWER**

1. **Time management crucial for success and realization of goals**

Time management is the difference between a successful man and an unsuccessful man. Time management is one of the most effective skills out there and it has a great influence on your professional and personal life. We all know for a fact that time is one of the most scarce and valuable resources, which can’t be wasted. If you are not properly using your time to be productive, you will end up losing your personal time for work. When you constantly waste time, you can’t achieve your goals. If you use a time management tool such as Week Plan, you will set your goals according to what you want to accomplish in a given amount of time.

Goal setting and time management can help you in achieving the desired success in a lesser amount of time. Another reason why you need goal setting and time management in your life is that these two can’t be separated. You can’t effectively use time management unless you have goals set for yourself. Having proper goals in place, you won’t have much to wander around and waste your time instead; you will be focused on reaching the deadline according to the goals set.

2.