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**DEPT:** ELECT/ ELECT ENG

**MATRIC NO:** 17/ENG04/051

**QUESTION 1:**

**ANSWER**

Time has come to be known as an irreplaceable asset and is arguably more valuable than money. In todays fast-paced, overly-competitive business world time management is highly essential and must be taken upon by all workers especially field workers such as engineers.

Time management is the process of planning, exercising and considering of various factors exercising a conscious control of the time spent on specific activities to work smarter than harder. Time management is now a crucial option for success and realization of goals because:

1. Time management helps in accomplishing more in a very short period of time.
2. Efficient time management provides a better quality of work produced by the workers.
3. Time management lowers the stress included in the planning process of the work an creates an avenue for more creation as more time is now on their hands.
4. Effective time management reduces the level of procrastination of the worker.
5. Time management increases productivity and thus increases the income that comes into the company.
6. Time management doesn’t just affect the office lifestyle but also the quality of life at home. The way the person manages his/her time in the office will also rub off on other aspects of his/her life.
7. Improving your time management at work allows you to enhance your performance and achieve your desired goals with less effort and more effective strategies.