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QUESTION I

***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.

 Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects, and goals complying with a due date. Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well. A time management system is a designed combination of processes, tools, techniques, and methods. Time management is usually a necessity in any project development as it determines the project completion time and scope. It is also important to understand that both technical and structural differences in time management exist due to variations in cultural concepts of time.

You have to first look at the big picture. Get a handle on why managing your time effectively is important, and what you stand to gain from it. You can get started by reviewing these **8 reasons time management is crucial:**

1. Time is limited.
2. You can accomplish more with less effort.
3. Improved decision-making ability.
4. Become more successful in your career.
5. Learning opportunities are everywhere.
6. Reduce stress.
7. Free time is necessary.
8. Self-discipline is valuable.

The following steps for effective time management can provide a guide for putting your intentions into action, lowering your stress, and helping you achieve your goals.

1. Identify your personal and work-related priorities.
2. 2.Translate your priorities into concrete goals, with component activities.
3. 3.Identify deadlines/intermediary time frames related to each activity step and goal attainment.
4. 4.Consider your monthly calendar or planning notebook a timesaving device.
5. 5.Learn to say "No" to opportunities and requests that take your time and don't move you forward towards goal attainment.
6. Identify your own barriers to effective use of time.
7. Strive for a balance between "doing" and "being."

 When you practice good time management, you leave no room for procrastination. The better you get at it, the more self-discipline you learn. This is a valuable skill that will begin to impact other areas of your life where a lack of discipline has kept you from achieving a goal.