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**17/ENG06/012**

**MECHANICAL ENGINEERING**

**QUESTION ONE**

**Time management** is the process of [planning](https://en.wikipedia.org/wiki/Planning) and exercising [conscious](https://en.wikipedia.org/wiki/Conscious) control of time spent on specific activities, especially to increase [effectiveness](https://en.wikipedia.org/wiki/Effectiveness), [efficiency](https://en.wikipedia.org/wiki/Efficiency), and [productivity](https://en.wikipedia.org/wiki/Productivity). It involves a juggling act of various demands upon a person relating to [work](https://en.wikipedia.org/wiki/Employment), [social life](https://en.wikipedia.org/wiki/Interpersonal_relationship), [family](https://en.wikipedia.org/wiki/Family), [hobbies](https://en.wikipedia.org/wiki/Hobby), personal interests and commitments with the finiteness of time. Using time effectively gives the person "[choice](https://en.wikipedia.org/wiki/Choice)" on spending/managing activities at their own time and expediency

A sense of time management implanted in a person is a drive to prioritize daily activities to hit a daily, weekly or monthly goal. They do this through the process below

* Creating an environment conducive to effectiveness
* Setting of priorities
* The related process of reduction of time spent on non-priorities
* Implementation of goals