**VICTOR OGBONNA**

**17/ENG04/048**

**Electrical/Electronics Engineering Test**

**ENG 384 CLASS TEST 1**

Time management plays a very vital role in success. If one cannot manage how he/she spends his/her time, it will lead to failure. People fail to understand that time is limited and use it as they please. In order to achieve any goals or get promoted to a higher level, one has to find a way to manage the limited resources. In an office of 100 workers, it’s only a small percentage of workers that are truly efficient.This small percentage is effective because they’re not just hardworking but also understand the concept of time management.

Learning to take control of your time will also improve your efficiency and work pace. No matter the amount of tasks given, you’ll be able to finish through without stress. This will go a long way in achieving success wherever you find yourself. Also, with good time management, you can eliminate the pressure of feeling you have no time left. This feeling often leads to making bad decisions. When the time comes to examine and make decisions, instead of rushing quickly, you can take your time to examine all available options given. As you accomplish more each day, making good decisions, make more sound decisions, and feel more in control, people notice. Leaders in your workplace come through when they need to get things done. That increased exposure will help put you in line for advancement opportunities and promotion quickly. Time management also reduces stress. Once you learn how to manage time, you get rid of stress easily.You’re better able to estimate how long a given task will take you to complete, and you know you can meet the deadline.

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 skill will also help impact other areas of your life and help achieve all your goals.