**QUESTRION 1: HOW TIME MANAGEMENT IS CRUCIAL FOR SUCCESS AND REALIZATION OF GOALS**

* **One becomes more organized as a result of effective Time Management**. Keeping the things at their proper places minimizes the time which goes on unnecessary searching of documents, important files, folders, stationery items and so on. For better time management, individuals keep their workstations, study zones, cubicles, meeting areas clean and organized. People learn to manage things well as a result of Time Management.
* **Effective Time Management boosts an individual’s morale and makes him confident**. As a result of Time Management, individuals accomplish tasks within the stipulated time frame, making them popular in their organization as well as amongst their peers. People who understand the value of time are the ones who manage to stand apart from the crowd. Individuals who finish off work on time are looked up to by others and are always the centre of attention everywhere.
* **Individuals who stick to a time plan are the ones who realize their goals and objectives within the shortest possible time span**. Managing time effectively helps employees to meet targets way ahead of deadlines and finish off task just when it is required.
* Effective Time Management helps an employee to reach the pinnacle of success quickly and stay firm at the top for a longer duration. An employee who works just for the sake of working fails to create an impression and is never taken seriously at work. Effective time management plays a pivotal role in increasing an individual’s productivity. Output increases substantially when people manage their time well.
* **Better Time Management helps in better planning and eventually better forecasting**. Individuals learn to plan things well and know where exactly they stand five years from now.