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**17/ENG03/010**

**CIVIL ENGINEERING**

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The importance of time management would strike you at some point of your career. You would be inundated with work, and you will need to evaluate how to manage your time and Time management is important for students to do the study with focus. Time management is important for students to get high marks.There are a few factors why [time management](http://www.career-success-for-newbies.com/time-management-in-the-workplace.html) is important for your career success.

**1.** Students get a minimum of one year’s time to pass one class. One whole year’s time students spend on completing the syllabus, doing homework, giving exams. Some students only start studying seriously when the exam dates are near. If students manage their time for studying as early as they begin a new class and study regularly by the following timetable, then it helps them to accomplish more in the class than other students.

**2.** Today businessmen, leaders, and freelancers need to take control of their time. All of us are not productive in our 9 to 5 working schedule. Today we’re are fighting with time to control it. It’s not that easy while there are hundreds of commands being given to us. We are busy but not busy with things that generate values. Today managers try to make their employees productive at the office. Employees are also learning to manage time effectively. That’s very important to achieve success at work with less effort. Students need to follow the to-do list and need to set a timetable for every activity. If students’ priorities their task based on the importance, then it will very helpful in their career.

**3. Time Is A Limited Resource**  
Remember that time is a limited resource. There is a Chinese proverb that says *‘no amount of gold will buy you time that has passed.’* Knowing that time is a limited resource, you would naturally need to cherish it. After all, deadlines to work will continue to inch closer to you whether or not you have started or you are slow on it. Once time is lost, you can never make up for it. Your work will have to be compromised – given that you have not managed your time.

The importance of managing time to your career cannot be trivialized. Know the importance, take steps to perfect this skill to increase your chances of career success.

**4. Knowing Your Priority At Work**  
The importance of time management in your career success also comes in the form of allowing you to prioritize. Part of good time management skills involves knowing when to do what is urgent and important. Being able to recognize work that needs focus at the right time is a skill that is important to achieving career success.

When you are able to crystallize what is important,you will attend to the actual task that needs your focus. You become more effective. Becoming efficient and [effective at your workplace](http://www.career-success-for-newbies.com/effective-work-habits.html) will automatically contribute significantly to your career success.

The importance of time management to your career success cannot be trivialized. Learn these important skills and see your career soar.