Usman gift amira 17/eng01/031 Engineering law and managerial economics Test 1

Time management is crucial in our day to day activities when you make good use of your time to be effective by;

- Setting proper goals to measure your progress.
- Breaking large projects into small, actionable tasks
- Beware of the planning fallacy
- Follow your body natural energy highs and lows
- Take breaks at the right time
- Learn to beat procrastination
- Optimize your study time for flow
- Learn to engage in routines and build better habits for long tern success.