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**17/ENG03/025**

**CIVIL ENGINEERING**

**ENG 384**

**QUESTION 1**

Time management can be defined as the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work harder and effectively so that ypou get more work done in less time, even when the time is tight and pressures are high.

**How time management helps is crucial for success and realization of goals**

* Deliver work on time
* Provide a better quality of work
* More productivity and efficiency
* Much less procrastination
* Less stress and anxiety when deadline is due
* Improved quality of life