**ADEPOJU MARY ABIMBOLA**

**17/ENG03/004**

**CIVIL ENGINEERING**

**ENG 384**

**QUESTION ONE**

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness and efficiency. Time management is crucial for success and realization of goals because:

* Good time allows you to accomplish more in a short period of time.
* It helps you to focus which leads to more successes in realization of goals.
* Time management improves the quality of your work.
* Time management can help to reduce stress or even eliminate stress and thus yields more productivity.
* Time management enhances your decision making ability and this avoids making of poor decisions.