**YAKUBU NATHAN BALA**

**17/ENG04/076**

**ELECT/ELECT**

**CLASS TEST1**

Time management is a very crucial skill that plays a role in both work and personal life. If time isn’t properly utilized, one may end up using his/her personal time for work and it causes a lot of problems in one’s personal life, hence, the importance of time management. Time has no bias towards religion, sex, race or age. Everyone has the same amount of time in a day and what draws a line between different people is the way the time is utilized.

In order to change the way you manage your time, setting the right goals is a great way to start. Also, by identifying certain things that waste time and working towards leaving them behind is a big step towards effective time management.

One has to identify and set smart goals, this goal can then be achieved by having an effective time management plan where you can balance both work and personal life, without this balance there will be a great deal of stress and so the importance of time management sets in.