

1. learning to take control and been in charge of your time, you improve your ability to focus. And with increased focus comes enhanced efficiency, due to the fact that momentum isn't lost. One start to breeze through tasks more quickly (the workday will also seem to fly by).

Time management is the key to success. It allows you to take control of your life rather than following the flow of others. As you accomplish more each day, make more sound decisions, and feel more in control, people notice. The high ranked leaders in your business will come to you when they need to get things done. And that increased exposure helps put you in line for advancement opportunities been offered