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**SNAP TEST 1**

TIME MANAGEMENT IS CRUCIAL FOR SUCCESS AND REALIZATION OF GOALS

 Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time. Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency.

 Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects, and goals complying with a due date.

Time management is not taught as an academic subject in schools. Students must utilize their 24 hours to become the best students and experts in the subject. The focus of learning time management skills is just to develop the habits of spending time wisely.

Time management strategies are often associated with the recommendation to set personal goals. The literature stresses themes such as:

"Work in Priority Order" – set goals and prioritize

"Set gravitational goals" – that attract actions automatically[citation needed]

These goals are recorded and may be broken down into a project, an action plan, or a simple task list. For individual tasks or for goals, an importance rating may be established, deadlines may be set, and priorities assigned. This process results in a plan with a task list or a schedule or calendar of activities. Authors may recommend a daily, weekly, monthly or other planning periods associated with different scope of planning or review. This is done in various ways, as follows.

**Why is Time Management important**?

* Today businessmen, leaders, and freelancers need to take control of their time. All of us are not productive in our 9 to 5 working schedule. Today we’re are fighting with time to control it. It’s not that easy while there are hundreds of commands being given to us. We are busy but not busy with things that generate values. Today managers try to make their employees productive at the office. Employees are also learning to manage time effectively. That’s very important to achieve success at work with less effort. Students need to follow the to-do list and need to set a timetable for every activity. If students’ priorities their task based on the importance, then it will very helpful in their career.

**Steps on time management :**

Start your day on the right foot. Have a morning routine where you have time to gather your thoughts and prepare for the day.

Have a plan on what you want to accomplish. Set reasonable and practical goals that you can achieve that day.

Break large tasks down. Large and complex tasks can be overwhelming — which leads to procrastination. Break these down into smaller chunks that are more achievable.

Prioritize and eliminate the non-essential. Focus only on your three most urgent and important tasks for the day and forget everything else. You can add these to your to-do-list.

Delegate. If there are tasks you aren’t strong at or dread doing, hand them off to someone else to complete so that you can focus on more pressing matters.

Use timers. A timer can keep you on track when you get distracted or make sure that you don’t spend too much time on a specific task.

Stay organized. Make sure everything has a home and is returned when not in use. This way you aren’t wasting time looking for an item when you need it.

Review your calendar. At the end of each day review your calendar. This way you can plan accordingly for tomorrow.

Spend your downtime wisely. Read, write, learn something new, socialize with friends, volunteer, and build your network. Do any of these instead of working 24/7 or spending your free time on activities that don’t contribute to your success.