ELUWA TOCHUKWU DIVINE

17/ENG07/010

PETROLEUM ENGINEERING

ENGINEERING LAW CLASSWORK

Time management is crucial for success and realization of goals. Discuss succinctly on this statement.

**ANSWER**

Being able to manage time effectively lets one take advantages of learning opportunities and accomplish more work in a shorter period of time. As we know, time waits for no man, time management has to be one important key feature in actualizing one’s goals. It also helps in prioritizing most important work before the orders so as to improve productivity. This makes one also spend the right time on the right activities thereby maximizing time usage toward positivity. Time management helps one to set proper goals to see which tasks needs to be deleted, done, delegated or deferred.