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17/ENG05/010

SUBMITTED TO

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CLASS TEST

Time management is crucial for success and realization of goals.

Discuss succinctly on this statement

Time management refers to the use of one's time effectively or productively in order to achieve already laid out tasks or goal. This could either be at a personal level, organizational level etc. Time management not only helps to ensure that goals are met, but it is crucial as it also ensure that their realization is timely.

Time management is crucial for success and realization of goal as it ensures prioritization of tasks, events or activities and allocates a period for the completion of each one. Various styles of time management will ensure that tasks are completed before another is begun, while some others ensure that tasks do not exceed their allocated time (whether they are completed or not).