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17/ENG01/019

CHEMICAL ENGINEERING

CLASS TEST 1

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1)TIME MANAGEMENT IS CRUCIAL FOR SUCCESS AND REALIZATION OF GOAL,DISCUSS SUCCINCTLY ON THIS STATEMENT

TIME MANAGEMENT BEING CRUCIAL FOR SUCCESS

Time management is very crucial and essential for the growth of the success of an individual for example

### We have prepared a few simple tips to help in time management to achieve crucial for success

* **It helps to Define your goals**: write down everything that you need to do along with the deadlines for the realization of these goals.
* **Prioritize**: not everything is as important as it may seem at first. Classify your tasks according to their importance, the required time for their implementation, whether other people need to be included, etc.
* **The golden rule of time management is**: Complete high priority tasks first.
* **Planning and schedule**: prepare daily, weekly, and monthly schedules of activities. If you are working on a project that takes several months, also prepare an annual plan. Prepare the list of daily activities at the end of the workday, so that you can start the new day with clearly scheduled activities. A word of advice: occasionally include the “me time” item in the schedule :-)
* **Devote your entire focus to the task at hand**: once you start with a task, tune out all other disruptive factors (close all other browser windows, put your phone on silent, etc.) and focus 100 percent on the task at hand
* **Control your activities**: be consistent with the tasks at hand and comply with the set objectives and deadlines. Regularly check if you are complying with the set objectives and deadlines.
* One of the most effective skills you can have in life is powerful and effective [time management](https://www.entrepreneur.com/topic/time-management) for the realization of goals
  1. Balance is key. If you lack balance in your life, you're going to feel stressed out. Even if you're able to effectively juggle your responsibilities, without proper balance you're going to eventually reach your breaking point. So, it's important to not only follow a system that will help you get things done, but also one where you prioritize personal and family time.
* **Set goals the right way.**
* There's a right and wrong way to set goals. If you don't set your goals the right way, then you'll lack the proper targets, which will force you to fall off track. But when you set them the right way, the sky is the limit. Use the [**SMART goal setting**](https://www.wanderlustworker.com/smart-goals-will-help-you-achieve-anything/) method to help you see things through. And when you do set those goals, make sure you have powerful deep down meanings for wanting to achieve them.

3) Find a good time management system and work it. There are many. It's entirely up to you on which one to choose. But if you don't want to become part of the [92% statistic](https://www.wanderlustworker.com/the-harvard-mba-business-school-study-on-goal-setting/) of people who fail to achieve their long-term goals, then you need pay [attention](https://www.entrepreneur.com/topic/attention) to how you use the precious little time you do have in this world.