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SNAP TEST 1

TIME MANAGEMENT IS CRUCIAL FOR SUCCESS AND REALIZATION OF GOALS

Time management is important for students to do the study with focus. Time management is important for students to get high marks. Student's success in studies depends much on managing time efficiently. The habits and morals they acquire during school time and home will stick with them throughout the future.

Time management shapes the student's mind into the direction of discipline and sense of duty. Discipline is extremely important especially in school life to become better students. Time management is a skill that enables students to use their time productively and efficiently.

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.

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Why is time management important?

1. Students get a minimum of one year's time to pass one class. One whole year's time students spend on completing the syllabus, doing homework, giving exams. Some students only start studying seriously when the exam dates are near. If students manage their time for studying as early as they begin a new class and study regularly by the following timetable, then it helps them to accomplish more in the class than other students.

2. 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.

3. During exams, students need to complete the attempted question paper. During exams the time is limited. Within that time, they must prove what they learned in the whole year. Some students have great knowledge and know almost everything about the subject, but they failed to attempt the question paper in 2-3 hours fixed time. That is why managing time for all questions is important. All questions are important to get maximum marks. Students need to understand what question requires more time. How can all 10 or 5 questions be answered in 3 hours' time? Three things are very helpful for students to attempt the question paper.

First, if the students learned regularly about the subjects and question then they don't have to worry about the time because they know the answer immediately without too much thought. Secondly, if they learned well from their teachers how to attempt the question paper in a fixed time they will do well. The third is their own creativity. For instance, few students do most difficult questions first, which takes more time and then go for the other questions. These kinds of time management skills are great.

In the future when students face time management questions in an interview they perform better. Time conscious students who are great in managing time during their study can do more work later in a job than others. They don't get stressed because of project deadlines. They become more productive than others.

The following steps for effective time management can provide a guide for putting your intentions into action, lowering your stress, and helping you achieve your goals.

1. Identify your personal and work-related priorities.

This is a key step in the process. Think carefully about outcomes that are important to you. Write them down, being as specific as possible. Specify exactly what you want to accomplish and by

when. If you have multiple priorities in the same area (personal or professional), try to select only one or two initially, or try to rank them as to importance. Trying to work on too many at the same time will increase, rather than lower, your stress level.

2. Translate your priorities into concrete goals, with component activities.

Break each goal into its component activities; identify what steps are needed to achieve the goal. Identify the requirements and resources you need related to each activity step. This helps you organize for success and have what you need to move forward towards goal attainment. Pinpointing resources is especially important if accomplishment of your goal requires the cooperation or assistance of other people.

3. Identify deadlines/intermediary time frames related to each activity step and goal attainment.

These could include deadlines for personal goals (sign up for an exercise class by March 1) or work-related goals such as report deadlines (gather needed data to complete quarterly report by March 30). Write these activities and their individual deadlines on your calendar; scheduling them gives you a direction and affirms your commitment to carry them through, step by step. If you need access to libraries, media/computing centers, or other resources, find out their availability before you need them. Plan time in your own schedule to access these resources in advance; don't wait until the day before a deadline occurs.