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17/ENG05/012

SUBMITTED TO

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IN PARTIAL COMPLETION OF THE CONTINUOUS ASSESSMENT (C.A) FOR THE ENGINEERING LAW AND MANAGERIAL ECONOMICS (ENG 384) COURSE.

 15/06/2020

Effective time management is the effective use of your time that allows you to plan your days in such a way that you finish your work with less effort and make the most of the limited time you’ve got

The importance of time management in the workplace as an engineer

Time management is important in life overall – but it’s especially important in the workplace. By properly managing your time, you’ll see a great number of benefits:

**You won’t miss deadlines and appointments**

Deadlines and appointments are often difficult to keep track of – and they’re also easy to miss, if you’re not careful.

To keep yourself on track with your work and finish on time, you need to make sure you start on time – you’ll also need to ensure you divide your work into manageable chunks you’ll be able to tackle in the predefined time periods.

**You’ll focus more and procrastinate less**

When you know you’re working on a fixed schedule with tasks allocated to specific time slots in the day, it’ll be easier for you to focus – because you’ll know you have personal deadlines to meet for each task.

As a result, you’ll delay work on said tasks much less.

**You’ll avoid unwanted stress**

Racing to beat a deadline is stressful, because you don’t know whether you’ll succeed. But, good time management helps you view your workday, not as a whole, but as a set of tasks you need to go through.

Once you have all your tasks laid out like that, with the specific time you’ll need to finish each of them, it becomes easier to single out priorities and make arrangements that make sure you minimize such stress.

**You’ll maintain your professional reputation**

Missing deadlines, forgetting meetings, and rushing projects is an expected outcome of poor time management – one that will likely put a dent in your reputation, if given enough time.

But, proper time management eradicates these possibilities and helps you build and maintain your professional reputation.

**You’ll avoid financial penalties**

There is more to your business than just project deadlines – for example, you’ll need to make sure you pay taxes on time. That is, unless you want to pay an additional 5% fee for every month your return is late.

If you allocate a specific time slot on your calendar to handling taxes and other legal matters in your business, you’ll avoid any penalties.

**You’ll be able to set a better work and life balance**

Efficient time management implies you’ll make an official schedule for your day.

And, when you divide your day between your work obligations and personal matters on paper, you’re one giant leap closer to establishing a clear work-life balance. One that makes sure you actually find time for both.