SNAP TEST 18/ENG04/083

EEE

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QUESTION 1

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

Time management is the discipline of classifying and allocating different activities of yours to a particular time frame. This requires giving more time to the things that matter most or takes longer to complete, while giving lesser time to things that are not has crucial as the earlier.

No matter how you slice it, there are only 24 hours in a day. Time is a finite resource, and it’s up to you to make the most of it.

If you lose money, you might get a chance to make it back; but a wasted hour is irreplaceable.

While we can’t add hours to our day, I can help you understand the importance of time management, and how time management helps you maximize the time you do have. This isn’t just a skill for entrepreneurs to master. Everyone could benefit from managing their time more effectively and appreciating it for the finite resource that it is.

Why Time Management Matters to You

With the right time management skills and tools, you will experience a lot of benefits from good time management. Here are 8 reasons why you should start to manage time better

1. Do More with Less
2. Make Work Fulfilling and Life Meaningful
3. End Indecisiveness
4. Achieve Goals Faster
5. Boost Confidence