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**DEPARTMENT: CHEMICAL ENGINEERING**

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**QUESTION**

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

 **ANSWER**

Time management is the ability to use one’s time effectively or productively, especially at work. It is key to efficient working.

Time management allows one to take control of his/her life rather than following the flow of others. As you accomplish more each day, make more sound decisions, and feel more in control, people notice.

Furthermore, time management can provide a guide for putting your intentions into action, lowering stress, and helping you achieve one’s goals. (1) Identify your personal and work-related priorities. (2) Translate your priorities into concrete goals, with component activities. (3) Consider your monthly calendar or planning notebook a timesaving device. (3) Identify your own barriers to effective use of time. (4) Strive for a balance between “doing” and “being”