SHOKUNBI EMMANUEL
17/ENG06/075

Snap test 1

Answer:

- **You Accomplish More With Less Effort**

When taking control of your time you can improve your ability to focus and eliminate distractions, which in turn will make you more productive.

This because when you're aware of what needs to get done, you don't lose momentum. You focus on the task at a time and block out distractions, like email and social media notifications. As a result, you'll breeze through your tasks more quickly.

- **Less Re-work**

Time management rules encourage you to work more efficiently by being organized, staying focused, and single-tasking, you won't make as many mistakes. This doesn't mean that your work will be perfect, but you'll notice that you're no longer having to redo a task because you forgot to add it to your list. You will not be forgetting an important item nor making severe errors anymore.

"Don't make the same decision twice. Spend time and thought to make a solid decision the first time so that you don't revisit the issue unnecessarily. If you're too willing to reopen issues, it interferes not only with your execution but also with your motivation to make a decision in the first place. After all, why bother deciding an issue if it isn't really going to be decided?" — Bill Gates

- **Small Steps Lead to Big Goals**

Richard Branson once said, "If you don't have time for the small things, you won't have time for the big things." I love that quote. In order to become successful, you need to set goals. Obviously, you're not going to achieve them overnight. It takes time. It also involved baby steps.

Think of it like when you see a set of stairs. You know that you want to reach the top, but in order to get there, you need to take one step at a time. Time management helps you focus on each of those steps so that you can reach the top.

- **Identifies Your Top Priorities**

Perhaps the greatest influence that time management is that it allows you to prioritize. This is because it forces you to focus on what is most urgent and important right now. As Sheryl Sandberg has said, "You can only do so much. There are five more projects you want to do, but you pick the three that are really going to matter, and you try to do those really well, and you don't even try to do the others." Other founders have determined to deploy a "no meeting day" companywide in their companies.

- **Improves Decision Making**

When it's crunch time and you have an important decision to make, this pressure may lead to making the wrong decision because you don't have all the information or time to mull it over. When you're not pressured for time, you can sit back, reflect, and analyze the information you have to make the best decision possible.

- **Eliminates Wasted Time**

When you know what you have to do next, you won't waste valuable time wondering what you're going to do next. You can jump right into the next task so that you're one step ahead.

- **Boosts Your Reputation**

How successfully do you think you'll be if you're constantly showing up late to a meeting or missing deadlines? No one wants to work with someone who is so flaky and unreliable.

Time management ensures that you're always going to show up, meet a deadline, and follow-through on what you promised to do.

- **Gives You More Free Time**

While managing your time better won't actually give you more hours in a day, it does help you make the most of these hours so that you can have more leisure time. For example, instead of spending a lot of time composing emails in your office — formulate your response during your morning and afternoon commute so that you can get home earlier.

Successful people realize that they can't be on the clock 24/7. They need time away to destress, recharge and refocus. The only way to achieve this is by effectively managing your time so that you can stop and smell the proverbial roses.