

OKON PRECIOUS UTOMOBONG

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SUBMITTED TO

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Class work

**Question** 1

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

**Answer**

Good **time management** skills have a positive **impact** on your performance at your job in a variety of ways: ... Improved decision making abilities: If you have too many tasks crammed into too small of a **time** period or you simply run out of **time** each day, you may have to make some tough last minute decisions.

**Benefits of time management**

* Deliver work on time. ...
* Provide a better quality of work. ...
* More productivity and efficiency. ...
* Much less procrastination. ...
* Less stress and anxiety. ...
* Improved quality of life. ...
* More opportunities and career growth. ...
* More time for leisure