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**SNAP TEST 1**

TIME MANAGEMENT IS CRUCIAL FOR SUCCESS AND REALIZATION OF GOALS

Time management is the process of [planning](https://en.wikipedia.org/wiki/Planning) and exercising [conscious](https://en.wikipedia.org/wiki/Conscious) control of time spent on specific activities, especially to increase [effectiveness](https://en.wikipedia.org/wiki/Effectiveness), [efficiency](https://en.wikipedia.org/wiki/Efficiency), and [productivity](https://en.wikipedia.org/wiki/Productivity). Time management may be aided by a range of skills, tools, and techniques used to [manage](https://en.wikipedia.org/wiki/Management) time when accomplishing specific tasks, projects, and goals complying with a due date.

Time management is important for students to do the study with focus. Student’s success in studies depends much on how they manage time efficiently. The habits and morals they acquire during school time and home will stick with them throughout the future.

Time management shapes the student’s mind into the direction of discipline and sense of duty. Discipline is extremely important especially in school life to become better students. Time management is a skill that enables students to use their time productively and efficiently.

Time management is not taught as an academic subject in schools. Students must utilize their 24 hours to become the best students and experts in the subject. The focus of learning time management skills is just to develop the habits of spending time wisely.

**Why is time management important?**

1. Developing a goal-oriented approach to time management can help you achieve success in two ways. The first is that you are no longer watching the clock and waiting for the day to end so you can go home. When you set goals for yourself, you are driven by those goals and the clock becomes an instrument you use to ensure that you meet your deadlines. The other advantage to using goals to manage time is that you are able to accomplish more in a day than you could when you were watching the clock. When we base our performance on reaching goals during the day, we can eliminate the things that waste time such as extended phone conversations and internet surfing.

**2**. Students get a minimum of one year’s time to pass one class. One whole year’s time students spend on completing the syllabus, doing homework, giving exams. Some students only start studying seriously when the exam dates are near. If students manage their time for studying as early as they begin a new class and study regularly by the following timetable, then it helps them to accomplish more in the class than other students.

3. During exams, students need to complete the attempted question paper. During exams the time is limited. Within that time, they must prove what they learned in the whole year. Some students have great knowledge and know almost everything about the subject, but they failed to attempt the question paper in 2-3 hours fixed time. That is why managing time for all questions is important. All questions are important to get maximum marks. Students need to understand what question requires more time. How can all 10 or 5 questions be answered in 3 hours’ time? Three things are very helpful for students to attempt the question paper.

First, if the students learned regularly about the subjects and question then they don’t have to worry about the time because they know the answer immediately without too much thought. Secondly, if they learned well from their teachers how to attempt the question paper in a fixed time they will do well. The third is their own creativity. For instance, few students do most difficult questions first, which takes more time and then go for the other questions. These kinds of time management skills are great.

In the future when students face time management questions in an interview they perform better. Time conscious students who are great in managing time during their study can do more work later in a job than others. They don’t get stressed because of project deadlines. They become more productive than others.

## The SMART Process of Goal Setting

The SMART process is an excellent way to quantify and prioritize goals so that they can become a regular part of your time management routine.

* **The "S" stands for choosing specific goals**. Outline exactly what you want your goals to be, and how you intend to reach them.
* **The "M" is to remind you to make your goals measurable.** Give them a time limit and develop a system that will allow you to know when the goal is satisfied. This is critical to making your goals a part of time management.
* **The "A" reminds us to make sure the goal is attainable.** If you determine a goal is not attainable, then you may need to break it down into smaller goals to make sure the job gets done.
* **The "R" means that you need to keep the goal realistic.** Set goals that you are likely able to achieve with a realistic amount of dedication.
* **The "T" stands for the time frame needed to get the job done.** Give yourself a deadline to complete your goals. This will help to keep you on track and get you on you way to completing your next goal.

**SUMMARY**

Time is a very important asset, just as the saying goes by Benjamin franklin “lost time is never found again” it is therefore important to learn how to utilize time to its fullest as all humans have an equivalent of 24 hours a day and how this 24 hours is used is what differentiates between a man who will end up successful and a man who won’t be successful, so therefore the importance of time management is very necessary and an essential skill in which every successful human must possess