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**COURSE: ENGINEERING LAW AND MANAGERIAL ECONOMICS**

**COURSE CODE: ENG 384**

**ASSIGNMENT:**

**TIME MANAGEMENT IS CRUCIAL FOR SUCCESS AND REALIZATION OF GOALS.**

**DISCUSS SUCCINCTLY ON THIS STATEMENT**

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Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time. Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency.

To achieve goals, one has to set time apart for the planning, development and execution of those goals. In some instances, the goals might be short term goals which can be easily achieved with little time, and in other instances, the goal might be long term goals, which require more commitment and dedication for it to be realized.

There are basic ways of applying time management to produce good results. Some steps to setting goals for better time management include;

1. Review each goal and break it into manageable set of tasks.
2. Make a list of all tasks and assign A, B, or C priorities to each. The priorities should reflect the importance of the goal that each task supports, with A representing the critical goals, B involving enabling and most valuable nice-to-have goals, and C representing both urgent and nonurgent tasks with little value and importance.
3. Put the tasks in the correct sequential order. Check if some tasks need to be completed in a sequence. For example, for writing a report, the data need to be gathered first.
4. For A and B priority tasks, estimate how much time each task will require and establish a deadline. You could also use a time-management technique called timeboxing. Timeboxing divides your schedule into separate time periods (timeboxes) with deadlines, within which a task should be completed. For example, one hour to prepare a report. Add some cushion to allow for unanticipated problems.

To achieve goals better, a time limit should be placed on those goals, and time management must be used to work towards the goal. No establishment or endeavour can be successful without putting in efforts to manage time properly.