**EGBOCHUKWU EBENEZER UZOCHIWARA**

**17/ENG01/008**

**CHEMICAL ENGINEERING**

**ENG 384 QUIZ**

**QUESTION 1**

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

**ANSWER**

Firstly, **time** which is the indefinite continued progress of existence and events that occur in an apparently irreversible succession from the past, it is also said to be the part of existence that is measured in minutes, days, years, etc., or this process considered as whole, while **time management** is the ability to use one’s time effectively or productivity, especially at work.

Secondly, all successful and realized goals depends crucially on how time managed, this is involves doing the right things at the right time, how effective and efficient a period of time (no matter how small the time is) is being used. In order to achieve successful goals, one need to be very strict with how he or she makes use of time, when you constantly waste time, you can’t achieve goals. Time does not discriminate against anyone no matter the race, religion, age gender or income**. For example**, A poor guy has the same amount of time as the rich guy.

Another good example of **time management** is we students in order to achieve a goal of an excellent result, we really need to indulge in managing time no matter how small the time is for adequate reading, learning and effective acquiring of knowledge productively with the aim of achieving the set-out goals.

**Time management** is one of the one of the most effective skills out there and it has a great influence on our personal and professional life.

**For example**, for an employee’s right attitude to work of consistency, regularity and punctuality all depends extensively on time management.

We all know for a fact that time is one of the most scarce and valuable resources, which can’t be wasted anyhow.

**For example**, people losing opportunity is still connected to time management, in goals achievement, people who have misuse time crave intensively to go back in time so as to use it well, this becomes inevitable as to achieving their goals.

**Therefore**, for one to achieve or realize set-out goals, one needs to be a good time manager and develop his time management skills efficiently. For example, the major difference between a successful man and someone who is struggling at work or life is the different approach towards time and its management.