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**MATRIC: 15/ENG07/044**

**DEPT: CHEMICAL ENG**

**TEST Q.2**

Time Management is the Key to Success.

Time management is the heart of every successful work or task. Time management is the skill that is liked and exercised by the talented and competent to ensure the success and progress of their dedicated tasks. Managing your time effectively is extremely important for goals accomplishment.

Time is one of the most precious thing of our life. The life that we are given is valued in the amount of time. Time is an invaluable entity. It never comes back once spent. It is very essential to manage our time for a blissful, successful and happy life.

Time management refers to the process of wisely planning and execution of tasks and goals to get the maximum benefits. Under the prefect time management we make schedule of our necessary tasks to get them done for our greater benefit.

The life has become quite busy. There are hundred of tasks we have to do in our routine life. With perfect time strategy we may become able to sort out and complete them for success and mental satisfaction Time management is the elixir of life. It makes us more productive, satisfied and goals oriented in our life. It motivates us for more qualitative work with reduced stress levels. With perfectly managed time approach we are able to keep a balance between our

professional and personal life. We can live a healthy and peaceful life. Mankind is born lazy. He always finds the quick and easy to do ways in life. Though, the quick means work but, in the long run, hard work with a perfect strategy always works. There is no avoidance from the hard work. It strengthens our mind and prepares us for the more progress ahead.

Time management is, therefore, very essential for every person, like for student, businessman,

politician, civil servant etc.