



TIME MANAGEMENT

In today's scenario people who are so busy in their lives that they are not getting time for themselves. Due to which time management has become the need of the hour. Time Management is playing a vital role in mankind. Time management creates discipline or vice versa.

In our daily life, we have got only 24 hours in a day. Therefore we cannot do everything in one day. In order to manage work, social life and sleep, division of time is important. You should write your tasks in a schedule. Designing has to be in a way that each task gets enough time. Your work should have the highest priority. The second priority should sleep and the last but not least your social life. Your social life includes family and friends.

Though adults are working, the students are not spared with work. The students today have many studies to do. Because of this, they are not getting time to enjoy their childhood. Time management for students has become a crucial need. Therefore proper scheduling of time is important. Time management is a skill that can be learned. Perhaps it was difficult to see the connection between time and time management initially, but in reality, time is extremely important to the ability of any person to manage their life. Thereby, time management must become priority for anyone who wants to live an effective life. Time management helps to set a timeline and better align ourselves with the goal. Moreover, time management can help increase the efficiency of tasks at hand. A working professional life. There may not be time to give attention to each and every detail. In such cases, multi-active time is one of the most obvious methods that may be chosen.

Time Management reduces stress and improve our self-esteem. They make us feel more confident in our ability to get things done. It helps to achieve balance in our life. Managing time is a very important task. A person should eliminate unnecessary activities from their daily schedule. On weekends you should do it. Especially should socialize on weekends. Also, include travelling time in the schedule. This ensures accuracy.

Most noteworthy, make a timetable on paper. In which you should write your daily activities. This will create discipline in your life. Moreover, you should complete the task daily. Finally, your schedule needs to be practical. You cannot make a schedule unless you know your daily timings. Each person's schedule is unique. In conclusion, time management is an important skill, everyone –from students to working professionals are required to time management practices to improve productivity and efficiency of tasks.

G.Brammanayaki

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