

Essay on Time Management

Time management techniques typically involve setting goals, establishing priorities, budgeting the amount of time allotted to a given activity, and planning and scheduling the steps needed to achieve goals. Generally, time management refers to the development of processes and tools that increase efficiency and productivity.

When we think of time management, we tend to think of personal time management, loosely defined as managing our time to waste less time on doing the things we have to do so we have more time to do the things that we want to do.

Therefore, time management is often thought of or presented as a set of time management skills; the theory is that once we master the time management skills, we'll be more organised, efficient, and happier.

The first step in effective time management is analysing how you currently spend your time and deciding how you want to change how you spend your time.

Unless time is managed properly, nothing worthwhile can be accomplished. Time is a unique resource. It is indispensable, intangible, irreplaceable, irretrievable and therefore invaluable. It is equitably and uniformly distributed. A day of every one consists of 24 hours only, no more and no less. Every piece of work requires time.

Time without energy has not much value; for instance, if one is seriously ill the time duration of illness is practically useless. Time is money. Time is also a measure of effort.

My Time Management Essay

Judd E. Hollander



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