

Essay on Time Management:

Time Management is a key skill for job opportunities as employers recruit candidates who have this efficient skill. Thus, it is advised to initiate inculcating this vital skill as soon as possible. In the academic setting, time management plays a vital role and helps in the accomplishment of tasks efficiently and effectively.

Time management is the process of planning and performing pre-scheduled activities with the aim of increasing productivity, effectiveness and efficiency. Different cultures hold different views on Time Management. However, a multi-active time view and a linear time view are the two predominant views. In a linear time view, the aim is set to complete one particular task at a time whereas, in a multi-active view, the focus is on completing a greater number of tasks at once. Emphasis is given on productivity and effectiveness, but students are free to choose their own view of time management.

Time management is crucial as it is helpful in setting a timeline for achieving a particular goal. Moreover, it also increases the efficiency of the tasks at hand. It becomes necessary for working professionals as they need to balance their personal and professional life. Thus, they do not have time to dwell on each and every detail in every task. In such cases, a multi-active view is one of the helpful methods. Time management works best when a goal or target is set. For instance, a student becomes far more effective at learning when they decide to assign 2 hours for learning a particular concept. This is effectively a method of benchmarking progress. So, every time the activity is performed, one can measure themselves and improve upon various aspects of their tasks. The clear conclusion is that time management is a crucial skill for students and working professionals. Thus, everyone must practise time management to improve productivity and efficiency of tasks.

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