

**THE IMPORTANCE OF USING TIME MANAGEMENT.**

***WHAT IS TIME MANAGEMENT?***

It is a set of principles, practices, skills, tools and systems that help you use of your time to accomplish what you want.

***WHY IS TIME MANAGEMENT IMPORTANT?***

- For your personal life career success
- Teaches you how to manage your time effectively and make the most of it.

Here are a few reasons

- Time is a special resources that you cannot store or save for later use
- Help you set up your priorities.
- Limited to 24 hours a day, so plan your life wisely
- Helps you make conscious choices
- Become more productive using improved time management skills and tools, and can accomplish more than less effort and time
- Become more creative and productive.
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**Note**

Always plan your time well and don't waste it on useless matters. Be careful not to procrastinate, and do everything in the best way you can, with focus and attention.

**ACTIVITY**

1. Design/draw up a timetable to show how you spend your time.



2. How much time is used for studying? Show your study timetable as well.

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