Why **Time Management** is Important ?

"Time Management" is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress.

Good Time Management allows you to accomplish more in a shorter period of time, which leads to more free time, which lets you take advantage of learning opportunities, lowers your stress, and helps you focus, which leads to more career success. Each benefit of time management improves another aspect of your life.

Better professional reputation

Greater productivity and efficiency

Less stress

Greater opportunities to achieve important goals

More time for friends, family and health care

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