



## “ Why Time Management is important in our life “

**Time management** is set of **principles, practices, skills, tools and systems** that help us **to use our time to accomplish what we want**. **Time management** is also the act or process of **planning** and exercising conscious control over the amount of time spent on specific activities, especially to increase **effectiveness, efficiency** and **productivity**.

Time management includes **effective planning**, setting of **goals and objectives** ,prioritizing **activities** as per their importance, spending **right time on the right things/activities & delegation of responsibilities** intelligently.

We all have often heard the saying '**time is money**' and really the phrase is true. Because time is **rare, limited and a special resource and can not be stored or saved** for later use. Everyone has the exact same amount of time each day.

Time is the **most important commodity**. Time **not well used** can not come back. Everyone no matter, how rich or poor time is available at the same way, it does not speed up for the rich and slow down for the poor. It has rightly been said that **time and tide wait for none**.

**Time is needed for everything**. Everything takes time, everything needs time to materialize. By giving **proper time slot** for each of our **goals and accounting wisely**, we will be able to **achieve** them, plus spare some time to rest also. The effective time management allows us to **accomplish more in a shorter period** of time.

Time management is **the key of success**, it also allows us to take **control** in our life , leads better **decisions** & work more efficiently and ultimately leads to a **more successful** life.

Time management **skills** able to get us with **higher quality of work** in shorter period of time with **less efforts** , leading to **more free time**, which in turn leads to **less frustration and stress**. **Nothing can be substituted for time**.

Time once wasted, can never be regained. Leaders have also numerous demands for their limited time. No matter what their position, they cannot stop time, they cannot slow it down, nor can they speed it up. Thus, time needs to be **effectively managed to be effective & successful**.

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