IN TIME
Written by: Gerald A. Lingad

In this fast pace world, it is easy to get overwhelmed and lost. We, humans, are constantly on the run, chasing after success, happiness, fame, and wealth. The majority of us exhaust our mind, body, and soul believing that we have all the time in the world. But one thing is for sure, while time might feel endless, time also waits for no one.

Time is a currency more valuable than any other. It is luxury, history, and the very foundations of our civilization. Furthermore, time also has no definite beginning nor a known end. It is crucial now more than ever to realize the value of time. Wise are those who know how to maximize and manage their time. Time management is more than just understanding how to manage your time, it is accomplishing more, increasing efficiency, having more control, and opening bigger, better doors of opportunities.

Time management can be defined as clusters of behavioral skills that are important in the organization of study, work, and course load (Lay & Schouwenburg, 1993). Better time management lets you accomplish more — in a shorter period, without decreasing the quality of work. One must work smarter not just harder, and not longer than you have to. Learning time management skills also reduces stress. When it comes to tackling stress, one of the most common issues is a lack of time to complete a task. This can result in rushed work, errors, or even failure to deliver – creating a snowball effect that compounds the problem. (Owen, 2020) suggested that timeboxing can be the answer. Timeboxing is done by breaking daily work into segments and then, once complete, starting once again. Moreover, having a sense of how long certain tasks take to
complete gives one control and allows for a greater capacity to plan, decreasing stress. Someone who has time management skills also has improved career opportunities. The global stage is only getting more competitive and brutal. Employers are looking for reliable employees who always submit high-quality work within the set amount of time.

To achieve greater heights and success recognizing the value of time and learning time management skills is imperative. As the whole world continues to advance, time becomes even more vital. Every second, every hour, and everyday count. One must learn to keep up, or else be left behind.

REFERENCES:

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