TIME MANAGEMENT

by:
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Peter Turla says, “It’s not how many things you start that make you successful. It’s how many worthwhile things you finish.”

Time is the most precious coin in our life. We are the one who will choose how that coin will be spent. It plays a significant role not just in our professional career but mostly on our private lives. Learning time management enables you to get out of stress because it can give you a lot of benefits. Organizing and planning for a specific activity will maximize the time intended therefore best result might happen. If you fail to manage your time successfully greater amount of damage will occur.

An individual can be more effective and efficient by applying some of the time management techniques so that great opportunities and quality existence maybe possible to come. Prioritize time as it goes and focus on best outcome of your work. Never waste time on poor performance instead use of creative and resourceful ideas to achieve excellence to generate positive behaviour. You should invest your time on valuable activities in order to be successful in every aspects of life. Do some short list to identify which activity is more important and make sure that you allocate sufficient time accomplishing it. Distinguish which work should be made in advance and which can be done soon. Always set deadline and devote efforts to reach your date before the deadline. Be responsible to organize every detail and know all your limits. Also develop the practice of doing the accurate thing at the right time. Do not waste so much time on something that is not worthwhile.
Moreover, John C. Maxwell is absolutely right when he says that “Time management is an oxymoron. Time is beyond our control, and the clock keeps ticking regardless of how we lead our lives. Priority management is the answer to maximizing the time we have.”

References:

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