



Academic skills

(LCBB4006)

"Why time management matters"

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Assessment -1

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Academic Skills

(LGBB4006)

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Introduction

Time management as a student, is all about how much time you spend and how well you use that time. There are some topics and steps to effective time management. Time management is especially important in the period of study. What is the definition of Time management and how can you improve your studying?

Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's efforts. Essentially, the purpose of time management is to enable people to get more and better work done in less time.

Elements of time management include organization, planning and scheduling to best take advantage of the time available. Time management techniques also take into account an individual's particular situation and their relevant capabilities and characteristics.

The importance of time management is in its ability to assign meaning to time, letting people make the most of their time. In a business context, it is used to set goals and expectations for companies and their employees. Good time management skills help employees deliver quality work and meet their goals effectively. Time management also helps managers to understand what employees are capable of and to set realistic goals.

How can one improve their studying? The concept of time management involves the coordination of various activities and tasks to help individuals reach their goals and improve their efficiency.

As a student, time management is about how well you use the time that you have available. It also involves planning and implementing strategies to improve the efficiency of your time.

The concept of time management involves the coordination of various activities and tasks to help individuals reach their goals and improve their efficiency. To start, you need to paste in over a hundred words. For optimal results, you should put in at least five paragraphs or more.

The concept of time management is about how efficiently an individual can use their time. It involves coordinating various activities and tasks to get more done.

As a student, you are responsible for the utilization of your time and how well you can manage it. This concept is especially relevant during the academic year. Understanding its definition can help you improve your studying.

The concept of time management is about how efficiently an individual can use their time. It involves coordinating various activities and tasks to get more done.

Organization, planning, and scheduling are some of the elements of time management. It also takes into account the individual's specific needs and abilities to maximize their time. The ability to manage one's time is very important in order to allow individuals to make the most of it. In a business environment, time management is used to set expectations for both employees and the company. It can help employees meet their goals and deliver high-quality work. Moreover, it can help managers identify what kinds of individuals are capable of meeting their goals.

What is Time management? Time management is the process of organizing and planning how to divide your time between different activities. However, the practice of using the time that you have available in a useful and effective way, especially in your work and study. Time management can be the main reason for your success as a student. There is a combination of two time-related factors: how much time you must spend and how well you will use it. If you both spend more time in study and manage that time more effectively, you are much more likely to achieve well and have an exciting time as a student. However, in Time management exist some steps and they will improve your time as a student. First, but not least, how you plan your time. When planning your time, you need to be extremely specific and compressive. In a part of your plan, clarify how you use your time currently, decide how you want to spend your time. Keep your plan moving, at the same time monitoring and checking that everything works as you planned. You must consider your personal rhythm. If you typically start your day energized, plan to study or accomplish chores then. If you fall into an afternoon slump, give yourself that time to take a guilt-free. Planners can also help you keep track of long-term deadlines, such as important essay deadlines, upcoming exams, and appointments and meetings. They often provide a monthly overview each month, as well as day-to-day planning sections, so you can stay ahead. Another important way for success in study is to prioritize your time. Sometimes there really is too much to do with too little time. In these instances, take just a few minutes to evaluate your priorities. Consider which deadlines are most urgent, as well as how much energy you have. If you can complete simple tasks first, try getting them out of the way before moving on to tasks requiring a lot of focus. This can help to alleviate some of the pressure by checking a couple of things off your to-do list without getting bogged down too early. Managing responsibilities in a limited time and using cognitive resources in an efficient way, to maximize performance, are a set of, not only desirable, but also necessary skills in our current society. The studies that assess these skills for different age groups and educational levels support this need.

Be systematic

In thinking about Time management, in developing an understanding of how you use your time. To find out the best way to spend it, plan, or planner.

Prioritize

If you are struggling to fit everything in your schedule, consider what you can postpone or what you can simply say no to. Prioritizing your time means that you understand and categorize the importance of your task.

Plan

As much as you understand, prioritize your time and you will be able to decide and create a plan. However, to plan you are supposed to be extremely specific and comprehensive in your time.

Do it

Once you create your plan or planner, put the plan in a visible place, where you will be reminded of it easily. Be aware of possibilities of sabotage, so keep your plan for yourself.

Monitor

However, you prioritize, you plan, you start following your plan. Then you suppose to observed them all, and make sure that all works in order, for your success. Monitoring your Time management plan can provide you with an exact idea of all your skills. For example, if you find a gap somewhere or recognize you need more time to manage something else, then you can always make changes in your plan, as much as this can help you improve yourself.

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Conclusion

This report highlighted the importance of Time management, focusing on the relevant chapter by Stella Cottrell. Good Time management help us maintain control in life. When you have control of your time, you feel more in control of your life — having control of your life gives you power and freedom, and time management helps you maintain this control. With a combination of school, work, and my social life, I feel that, I am always wishing there were a few more hours in a day. But some people thrive on their busy lives, priorities become confusing, and there is failure to keeping track of a to-do list.

References

The study handbook, (Stella Cotrell) 2019