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Assignment 1

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● Introduction

As a student, it is very critical to learn how to manage time, because this will be part of your life until the completion of your studies, this can be demanding but it is fundamental. This stands on many levels from our personal life, social life, studies, works, family life, traveling life, everyday challenges. However, it is essential to manage the time for deadline when to upload the work has been given to be successful to your obligations. Allocate more time for your online and in independent studies. This can result in impressive but time-consuming diversions. According to Cottrela(2019, p. 123) if you feel that your time is under pressure. Or your suspect that you are wasting time that could be better on other things, then it is better to develop management.

This report will discuss the importance of time Managment, your achievement as a student will be depending on two critical factors. How much time do you spend on your studies and how successfully do you use the time you have available. The more time you use for your studies, research and time for deadlines for your exams, the more successful you will be. If you manage to apply both techniques as a student, you will achieve well and you will have more time at

your disposal. Moreover, as a student you will have to manage everyday life's purposes such as eating, sleeping well and making friends. Cottrela(2019.pp127,128.) By the time you learn how to dominate your time for all this above. You feel more assured you can manage your own time and make sure you do not miss out on the things that are critical. However, if you use your time wisely. This gives you a chance to take advantage of some benefits. Better understanding of some subjects, so that your work stands out. evolution of what you have learnt for better understanding. You will have better time consumption for your exams and achievement you will have, however you will be able to make some Plans with family and enjoy your time.

This report will evaluate how effective can be the good time management for students and how this can be done by using some techniques.

. Be systematic

Be intelligent about how to manage your time, establish your understanding how to spend your time, how to achieve your future goals and make some plans for successful development.

2.Find out your obligation

Identify the arrangement of your study duties and manage how much time you need for it.

. Analyze the way you use your time

Considering how much time you spend on your personal needs. Be aware of what takes you more time.

4. Make a decision how you want to use your time by using the circle to manage how much time spent on particular activities and you can analyze the Reale time you spend.

Priorities

Be aware that it will be challenging to fit everything you would do but you must priorities more critical things and start to complete them.

. Plan

Make sure you are very definite and comprehensive to make some plan, have some diary and some notes, manage your time for declines for your assignment.

Do it

Place your plans where it is more visible and make remainder sometimes, make the decision to realize your plans.

. By using time management techniques, saving your time and spending it when you believe it is essential, to understand what suits you.

Managing distraction and procrastination focuses on your understanding when you are less impressed on how to manage your time and take action to manage this.

Monit

Dubble check. You are following your plan, or make refresh your plan to be more effective, however make sure you are in the right direction to complete your task.

• Summary of the Book

This report highlights and discusses the importance of time management. How critical it is for students to manage the time and how to plan the time. How much time is required for studies, for social life and for personal needs, however if the student manages time in the correct way as a result will achieve future goals and will be successful. However, it can be challenging sometimes. As a student you will be responsible for managing your own time.

You must set up your priorities, make some notes if it is required, work out with a best order means, consideration on most critical things. Then less important. Likewise, there are some techniques you can use. However, there are some ways to keep your notes, dairy keeping, create a checklist or to do list.

• Evaluation of skills

To evaluate the time management skill, it is critical and essential, this gives you more confidence about your time for your studies and personal life, how to manage your own time and be successful for future achievements, further it is important for professional Carrer development, if you are making some plans and put in correct order important and less important, your will be more effective for professional Career development. However, you can apply to save some time by using some methods on. Likewise, there are some tips you can benefit from, most important, have always some planes for your future goals, regularly make notes in your dairy, remind yourself prioritize the things you need to do, spend one hour every single day for your studies, this will help you for final assignments to have yours work done on time and make you less anxiety.as we know anxiety make a student not to complete all the tasks has been given.

• Conclusion

Time management skills are part of life for all students, to be confident for the study time and for future goals. As we discussed in this report. After learning and working on this skill it will be obvious to make your own plans and manage time for better and effective study. It makes you less anxiety. By using some techniques, you can improve the way to spend your time.

By using the right time management skills this can be beneficial for future goals and achievements with no stress or anxiety. What remains is you will prepper yourself for assignments. You can control yourself and prepare by using some strategies. Gey enough sleep, by using healthy recopies, be more active by doing some exercises. However, it is your choice as a student to work on it and be succeed.

- Reference List

Cottrela, S. (2019 *The study skills handbook*. 5th edn. London. Red Globe Press.