

Learning in the Digital Era (Computing & Electronics)

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Time-management

The ability to efficiently manage your time so that you can be more productive is known as time-management skills. Your career will benefit from developing good time management skills because they are transferable to many types of jobs. Among the abilities in time management are:



Types of time-management skills

Planning

Planning is essential to time management since it enables you to prioritise your daily chores, set up meetings, and stick to your schedule. Making work plans to fulfil deadlines is another aspect of planning. If you must compose a research paper, for instance, you must arrange the specific actions you must take to finish the document. Choosing the study topic, selecting the information collection and analysis techniques, composing the document, and getting feedback from your colleagues, and then sending it to your boss for approval are some examples of these procedures.[1]



Planning



Features, Importance and Limitations of Planning

Organisation

Keeping everything in its right order is the main goal of organising. In any work, being organised is crucial to achieving your objectives. You will benefit both personally and professionally by practicing excellent organisational skills, and your ability to complete all of your daily tasks will be a testament to your good organisational abilities. Having control over one's environment can lead to higher productivity, which is one of the key advantages of organisation. [2]



Organisation and Advantages

Why are time-management skills important?

Being able to manage your time well can help you accomplish tasks more quickly, feel less stressed, and make time for the things that are essential to you. When you manage your time well, you can accomplish your objectives, make wiser choices, and keep a healthy work-life balance.

References

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2.The Advantages of Organizational Skills
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