**Time management and its importance.**

**Time is that precious resource whose importance can be known when you ask the ones who deal with the effect of time itself.**  for example, ask an Olympic sprinter who wants to break the world record how it feels to win a race by the slightest of margins. time is that piece of sand that sleeps from your hand slowly but you don't realise kids importance till it has vanished. Each second passing is history and never going to return and happen again. The lost time can result in great amounts of regrets, and it is even terrible to realize that we can’t do anything about it as we can travel into the past.

Time management is that key to the problem caused by time which people can use to cope up with the effects of time. So, **What is time management? Time management is nothing but effective use of time at the right place and in the right way.** There may be different ways of time management and it all depends totally on different individuals.

For a student giving the exam, time management means completing the paper on time or before time so he/she can attend extra question for extra marks. Time management for an athlete is cutting down on the seconds which can make or break his dreams of becoming the champion. Time management for a baker would be baking the dough for the right amount of time.

The efforts we take to ensure the end result is consistent, efficient, worthy, timely by arranging our efforts and time in an effective manner is what defines **Time Management.**

Below are some effective ways of managing time :

1. **Make a time table targeting the end result** - This trick gives a person a direction in the way they can head in order to achieve the goal. They can make a time table which suits their lifestyle, their working habits and make achievable goals.
2. **Be committed to the work** - When the end result looks unachievable, many people tend to find excuses which certainly results in them lacking in the process. This results in ultimately failing to achieve the goal at the right time.
3. **Ask for help** - When some people work, they tend to restrict themselves from asking for help and keep wasting the time figuring out how to carry out that work. Sometimes all we really need is a different perspective which can be only given by a different person and such steps help us to not waste time.
4. **Keep Distance from time wasting factors** - Generally, people come in contact with people who have no destination in life and have no motto of living a life and such people are cause other people to be vulnerable to such mentality and humans are generally attracted to the people with bad personalities.

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