

Time management argumentative



Time', never stops. It keeps passing ceaselessly. It does not wait for any one. It cannot be preserved. It cannot be recycled. Thus, ' Time', if not utilized, or utilized improperly gets wasted. Consequently, ' Time' is given different connotations by different people. For example, there are some people who treat time as money, and there are others who treat it as life. For the purpose of the subject topic, I. E. , ' Time Management', we need to treat ' Time', as the duration or a period available to do something. The duration of ' Time' is measured in terms of seconds, minutes, hours, says, weeks, months, years, etc.

We need time for whatever we do. For example, we need time to work, play, eat, rest, sleep, travel, study, pass examinations, take care of family, socialize, do professional work, complete projects, attain goals, etc. As execution of every work or activity requires time, we need to appreciate, match, adjust, and plan schedule of activities within the available time. Since planning of activities is not an end in itself, every piece of work has to be done as per schedule, failing which, some work may be left unattended or incomplete.

Thus ' Time Management', needs to encompass time based planning and execution of activities for some purpose. Accordingly, ' Time Management can be defined as the process of time based planning and execution of some work/activity to fulfill requisite needs, discharge obligations, complete tasks, carry out projects and attain desired goals. Time Management Goals And Objectives – 5 Top Tips to Improve Your Time Management Skills The days seem to go too quickly and if you are someone who doesn't manage their

time too good, it may seem as if you have done lots, but not achieved anything absentia.

Running a home business required precise time management skills as most of us run a home business part time while having a full time job, home, kids and partners to attend to. You are not 'superman/woman', but what can you do to ensure you are effective with your time. Top Tip One: What's relevant? What's insignificant? Sort out the tasks that will give you a positive return in your day rather than attend to those tasks that are insignificant and have no real benefit. Top Tip Two: Can you delegate?

If you are able to delegate a task, then go ahead, don't be shy to ask for help. Top Tip Three: Are your tasks written down? Or are you an air head and try to remember what's what? Top tip here is to write down your tasks somewhere so that you can see how meaningful they are to your day, or towards you achieving your goals/ objectives of the day. Top Tip Four: Give yourself time to reflect during the day and to get yourself back on track.

Even though we may have written down our tasks / objectives, depending how the day goes, we can get off track, which is OK, but we need a mechanism to bring yourself back into focus of your tasks / activities. Top Tip Five: At the end of the day, look at the tasks which you did not achieve, and look to see which relevant ones you can bring over for the next day. Make it so that these are the first tasks completed the following day. Take time to plan your day, as it will more than likely help to keep you on track with what

you should be doing time management goals and objectives Tired of doing repeated things, ended up not having enough time?

Learn the secrets of Time Management Goals And Objectives and find out how you can Maximize Your Time! Try Time Management Goals And Objectives and see how it changes your life Forever Time Management; Objectives Improve Time Management Review personal effectiveness Goal setting and action plans Personalization techniques Technique to manage meetings more effectively Managing your work/ life balance Key Objectives of Time Management * Time Management is important in helping you learn how to use the resources you have wisely.

Time is your biggest resource and how you spend it will greatly determine your success. You should also aim at working towards achieving those objectives by the time you are through with the training. The objectives to help you prioritize issues. It is not possible to manage your time if you cannot decide on which tasks are more important than others. * Time management training aims at helping you learn how to prioritize and decide which tasks to concentrate on first.

This will help you learn how to work on the most important things so that you are more productive. * The objective for time management training is to help you learn how to handle distractions and interruptions Time management training also aims at helping you to learn how to say no to anything that will waste your time. Most people end up not achieving much because they easily fall prey to temptations. * Therefore, learning how to say no and choosing to concentrate on your work instead will greatly help.

You can also learn how to allocate time to people who might need your attention during work hours. If you have a time set aside, you do not risk wasting a lot of the time that is meant for work. Another objective of this training is to train you how to develop a positive attitude towards your work. It is not possible for you to achieve much if you are not positive about the work that you do. Finally, when you attend a time management training, you also learn how to develop your own plan of work.

Everyone has their own preferred mode of work. Therefore, you need to make a plan that is suitable for your schedule. * Once you have learnt how to manage your time, you will also be motivated to work better. When you realize you are making a head way, you are excited about going to work the next morning. * These objectives of the training are quite useful in helping you have a better experience at work