

FIVE REASONS WHY TIME MANAGEMENT IS IMPOTENT

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Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness or productivity. To take the first step in effective time management you need to know yourself. As we grow older it is easy to lose track of the things that really matter to us in life. It is amazing that we can let this happen to us, but it happens all too easily.

We've all heard the saying "time is money", and that phrase is essentially true. Unfortunately, time doesn't always equal money though. Time is continually passing but that doesn't mean you are continually making money, this depends on how you manage your time and what you do with it. Here are 5 reasons time management is important:

1. Time is limited. Everyone gets the same amount of time each day, and it's limited, therefore it's important to make the most of your time if you ever want to be more than average at the workplace.

2. Accomplish more with less effort. By taking control of your time, you're able to stay focused on the task at hand. This leads to higher efficiency since you never lose momentum. Imagine running a mile where you stop every 5 seconds, this would cause you to become exhausted very quickly and take much longer to complete the run.

3. Make better decisions. There are many choices in life and often-times we're faced with many choices to choose from at the same time. When you practice good time management, you have more time to breathe; this allows you to determine which choices are the best to make.

When you feel pressed for time and have to make a decision, you're more likely to jump to conclusions and not fully consider the different options; this leads to poor decision making.

4. Be more successful. Time management is the key to success; it allows you to take control of your life rather than follow the flow of others. You accomplish more, you make better decisions, and you work more efficiently; this leads to a more successful life.

5. Learn more. When you control your time and work more efficiently, you're able to learn more and increase your experience faster. There's a reason some students graduate earlier than others, so imagine implementing time management throughout your entire career. You'll not only stand out from the rest, but you'll gain experience much faster and be able to move up in life a lot sooner.