

Time Management

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Abstract: *Time management is considered to be a skill that should be mastered by all the individuals at all levels and in all walks of life. Some people keep extremely busy schedules that arise out of their educational requirements, office work, job duties or household chores. In order to avoid feeling stressed or pressurized due to work, it is required to effectively implement time management. In this case study manuscript, the researcher has highlighted the significance of time management, time management methods, how to effectively implement time management, management of intrusions, management of procrastination and a case study of valuable time management. Time management is also considered to be the management of ones life in an appropriate manner. Good time management means deciding what an individual wants to achieve in life and how he should establish ways to attain his desires and objectives. Appropriate time management involves less stress and pressure, increased recreation, more contentment and greater completion and success..*

Keywords: Time Management, Methods, Effective, Intrusions, Procrastination, Tasks