



TIME Management

Time management is the way someone can plan and control how to spend his/her time on different activities each day to be able to achieve certain goals. Many students do not know how important time management is. They prefer to relax, procrastinate (put off), whatever they have to do, especially homework or chores until the last minute. They struggle to know which activity is more important than the other and avoid task they feel difficult or unpleasant. Most of the time the children's room are messy, used plates, socks and underwear's unwashed, only to be discovered too late. This makes some students go late to school with dirty uniform, wet socks and incomplete assignment or not doing at all. So many students spend their time watching television, playing games, gisting with friends as such waste a lot of their time. They don't take responsibility for time mismanaged, instead blaming others, making excuses for missed deadlines or unfinished tasks thereby stressing their parents.

THE WAY FORWARD:

Even the Bible has answer to this in Ecclesiastes 3:1 - 8 which says "To everything there is a season and a time to every purpose under heavens....."

1. Create daily or weekly schedule/time table including tasks like home work, chores and free time.
2. Set time for each task.
3. Ask your parents/teachers to help you list task in order of importance
4. Break your work into smaller units
5. Set goals and deadlines.
6. Include time for break in order to relax
7. Turn time management into a game or fun activity as a challenge to complete task and meet the goal.
8. Start with the most important need or task.
9. Avoid putting off what you are to do at a time
10. Avoid things that can easily distract you.
11. Try as much as you can to keep to your time table.

GAINS OF TIME MANAGEMENT

- i) Academic success (better grades)
 - ii) Ability to achieve more in less time
 - III) Reduced stress and promote mental health
 - IV) Leads to punctuality
 - v) Increase independence, responsibility and discipline.
- **Take your time and work very fast for time waits for no one.**
Opportunity once lost can never be regained. Grow into a better and brighter future with time management.



By
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