Time Management Lesson 5

Benefits of Time Management

Introduction: Time management helps you prioritize tasks and accurately judge the amount of time needed to complete them. Time management allows students to take control of their lives rather than follow the flow of others, it helps them to accomplish more, make better decisions and work more efficiently. It is important that students stay focus and avoid multi-tasking. Most of us think that when we do two or more things at once, we are increasing our productivity and efficiency. Switching between tasks take time and our full attention is not devoted to either.

Advantages of Time Management:

* Reduces your stress level
* Minimizes procrastination
* Improves your productivity
* Helps you remain focused on the task

Avoid Multi-tasking: WHY?

* Doesn’t really save time
* Limits concentration
* Restricts focus

Now that you know why multi-tasking is not good, give one example of multi-tasking and tell if you were successful or unsuccessful in completing that task.