

## Expository Essay on Time Management

In today's world, people are so busy with their own lives that they do not even have time for themselves. As a result, time management has become an hour-long necessity. Time management plays a vital role in human affairs. Time management creates discipline or vice versa. If you want to succeed in life, you must manage your time well. As a result, various billionaires are teaching about time management.

### Definition of Time Management

We only have 24 hours in a day in our daily lives. So we can't do everything in one day. This creates limitations in our daily work. To control work, social life and sleep, time allocation is essential. In some ways, time separation is a necessity. This will help the person to complete all their tasks. It will help if you list your activities in the program.

Design should be such that each task receives sufficient time. Your job should come first. The second priority is to sleep. And last but not least your social life. Family and friends are part of your social life.

Coexistence is important to live a happy life. Too much work can make a person sick. So, give your mind a little rest. Spending time with your family can aid you in your endeavour. In addition, the primary purpose of the job is to provide for the family as the fulfilment of needs is essential. What makes a person happy.

### The Importance of Managing Time

Although adults work, students do not survive work. Students today have many lessons to do. As a result, they do not have time to enjoy their childhood. Student time management has become a requirement. Education has become plentiful. Therefore, good timing is essential.

A good student knows the value of lessons. But he also needs to know that time does not return. Therefore, the student should take time to develop himself as personal growth is essential for their proper growth. In addition, personality development is also necessary for the student. They should spend at least one-hour playing games. Sports teach student interaction. As fun, it reduces the stress of the day.

The daily routine is School or college, and then training. This leaves us with little time for personal study. Self-study is an essential aspect of education. The reader should not ignore this. As the day draws to a close, they are exhausted. As a result, there is no energy left. This lowers student performance.

There is a difference between an advanced student and a general student. That difference manages time well. A good student plans his time. At the same time, the average reader does not do that. And



because he does not work his time well, he does not have time to study for himself. Which also left him behind.

## How to Manage Time?

One should eliminate unnecessary activities from one's daily routine. On weekends you should do it. Primarily it would help if you met people on the weekends. Also, enter travel time on schedule. This ensures accuracy.

Most importantly, make a timetable on paper. What to write about in your daily activities? This will create discipline in your life. In addition, you should complete the task daily. However, there will be some changes in the system over time.

Finally, your schedule needs to work. You cannot create a schedule unless you know your daily schedule. The individual plan is different if copying will not improve in life.

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