

## THE BENEFITS OF TIME MANAGEMENT

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Work smarter, not harder.

Most of the time, better time management is necessary to increase productivity and achieve a better work-life balance. Time management is the practice of organizing and exercising control over the amount of time spent on activities, which enables a person to improve performance and accomplish desired goals with less effort.

The advantages of effective time management are numerous. Some of the benefits enumerated by Petitt (2020) are as follows.

Foremost, effective time management lowers anxiety and boosts self-assurance. Controlling your time also helps you feel less stressed and anxious. Planning your time and fulfilling deadlines are essential components of good time management. Being more productive with the time one has available is another benefit of effective time management. Staying on top of your to-do list and giving priority to the most critical tasks is ensured by increased productivity. A person feels more secure and clear about how to spend their time when he or she is less stressed.

Better work-life balance is another. Establishing a better work-life balance will increase productivity at work and will provide more free time to spend with the people who matter most. A healthy work-life balance will maintain a decent balance between personal and professional lives.

Using time management strategies guarantees you have more time to spend on the activities that are most important to you. Focus time on the highest priorities is ensured by effective time management. Setting priorities allows for more time freedom.

Effective time management also sharpens attention and enhances output. Focusing more helps a person take advantage of bigger opportunities. Also, it enables one to invest more time in the tasks, objectives, and people that are important. When someone controls their time well, they may concentrate more on the things that are most beneficial. As a result, desirable practices are formed.

Certainly, a handful of advantages are at hand when time management is considered. Apart from teachers and school heads, anyone who works in organizations should consider this process for the betterment of work performance and personal life as well.

*References:*

Petitt, M. (2020) The top 10 benefits of time management, retrieved from <https://lucemiconsulting.co.uk/benefits-of-time-management/>