



## **TIME MANAGEMENT SKILLS**

Have you ever wondered how it is that some people seem to have enough time to do everything that they want to, whereas others are always rushing from task to task, and never seem to finish anything?

It cannot just be that some people have less to do. It's much more likely that they are using their time more effectively.

Time management is the ability to use your time productively and efficiently. Successful time management can give you more chances to accomplish what is more important to you and regain a sense of control over your day.

You could also think of it as the art of having time to do everything that you need, without feeling stressed about it. It sounds simple, but it is much harder in practice.