

## **The Meaning of Time Management**

In our daily life, we have got only twenty-four hours in a day. Therefore we cannot do everything in one day. This creates limitations in our everyday work. In order to manage work, [social life](#) and sleep, division of time is important. In a particular way division of time is the need. This will help the person to complete all his tasks. You should write your tasks in a schedule.

Designing has to be in a way that each task gets enough time. Your work should have the highest priority. The second priority should sleep. And the last but not the least your social life. Your social life includes family and friends.

In order to live a [happy and peaceful life](#) socializing is important. Too much workload can make a person ill. So, give your mind a little rest. Spending time with family can help you with this. Moreover, the main purpose to work is to fulfill the needs of the family. Since the fulfillment of needs is important. Which makes a person happy.

## **Importance of Time Management for Students**

Though adults are working, the students are not spared with work. The students today have many studies to do. Because of this, they

are not getting time to enjoy their childhood. Time management for students has become a crucial need. Education has become vast. Therefore proper scheduling of time is important.

A good student knows the [importance of studies](#). But he should also know time never comes back. Thus a student should take out time for personal development too. Since personal development is important for their proper growth. Moreover, personality development is also important for a student. They should at least take out one hour for sports. Sports teach student teamwork. Since it is enjoyable it lessens the stress of the day.

The daily routine is School or college, and then coaching. This leaves with no time of self-studies. Self-study is an important aspect of education. The student should not neglect this. As the day ends, they get too tired. Due to which there is no energy left. This degrades the performance of the student.

There is a difference between a topper and an average student. That difference is proper time management. A topper student schedules his time. While an average student does not do that. And because he never manages time, he gets no time for self-study. Which in turn leaves him behind.

### **How to Manage Time?**

A person should eliminate unnecessary activities from their daily schedule. On weekends you should do it. Especially should socialize on weekends. Also, include traveling time in the schedule. This ensures accuracy.

Most Noteworthy, make a time table on paper. In which you should write your daily activities. This will create discipline in your life. Moreover, you should complete the task daily. However, there will be some changes in the schedule with time.

Finally, your schedule needs to be practical. You cannot make a schedule unless you know your daily timings. Each persons' schedule is unique if you copy you won't progress in life.