

consequences

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How well do you manage your time?



There is so much to be said in favour of good time management that it's surprising how many people are bad at it. From the school student who always struggles to _____ work on time ... to the powerful businessperson who _____ on a personal assistant to organise their day, we could all benefit from a more organised approach.

The simple fact is that poor time management can have some terrible _____. These include damaged relationships, getting a _____ for always being late, and seeing your free time get eaten up.

On the other hand, people who manage their time well are more _____, improve their job _____, and are known to _____ less from sleep problems, anger and _____.