

## TIME MANAGEMENT

You need important life skills to become independent. Good time-management skills help you to build your confidence and self-esteem. Time-management skills are not difficult to develop. Mastering time-management skills has many benefits and there are three steps to develop them. Being independent is being able to take care of yourself, and not having to rely on anyone else.

That is what many young people strive for. However, the ability to live independently does not develop naturally: you need a number of life skills to stop relying on your parents and older siblings. Among those skills, time management is probably the most important one. With good time-management skills, you can build your confidence and self-esteem. These skills will also help you to perform your daily tasks, including your responsibilities at school and at home. If you can use your time wisely, you will not feel very stressed when exam dates are approaching. You can act more independently and responsibly, get better grades at school and have more time for your family and friends. Time-management skills are not difficult to develop. First, make plans for the things you need to do on a planner or an app on your mobile device. Organise them in a schedule so that they can be checked later. Figure out how much time you will need for each of the things, and then put time limits on them. Second, prioritise your activities. If you have so much to do in a day or a week, you may be at a loss as to how to fit everything in. So decide what is important to you and give it the most of your time or add it to the top of your list. Third, develop routines, because once routines are developed, they take less time to do. Time-management skills cannot be developed in one day. However, when you have them, they can help you to become independent.

**Exercise: True (T)/ False (F) / Not Given (NG)**

1. Elderly people don't strive for being independent.
2. The ability to be independent comes naturally to a person when he/ she grows up.
3. Teenagers only need time-management skills to be independent.
4. When teenagers are able to complete their daily tasks and duties at school and at home, they have more confidence and self-esteem.
5. Having good time-management skills means you can use your time wisely.