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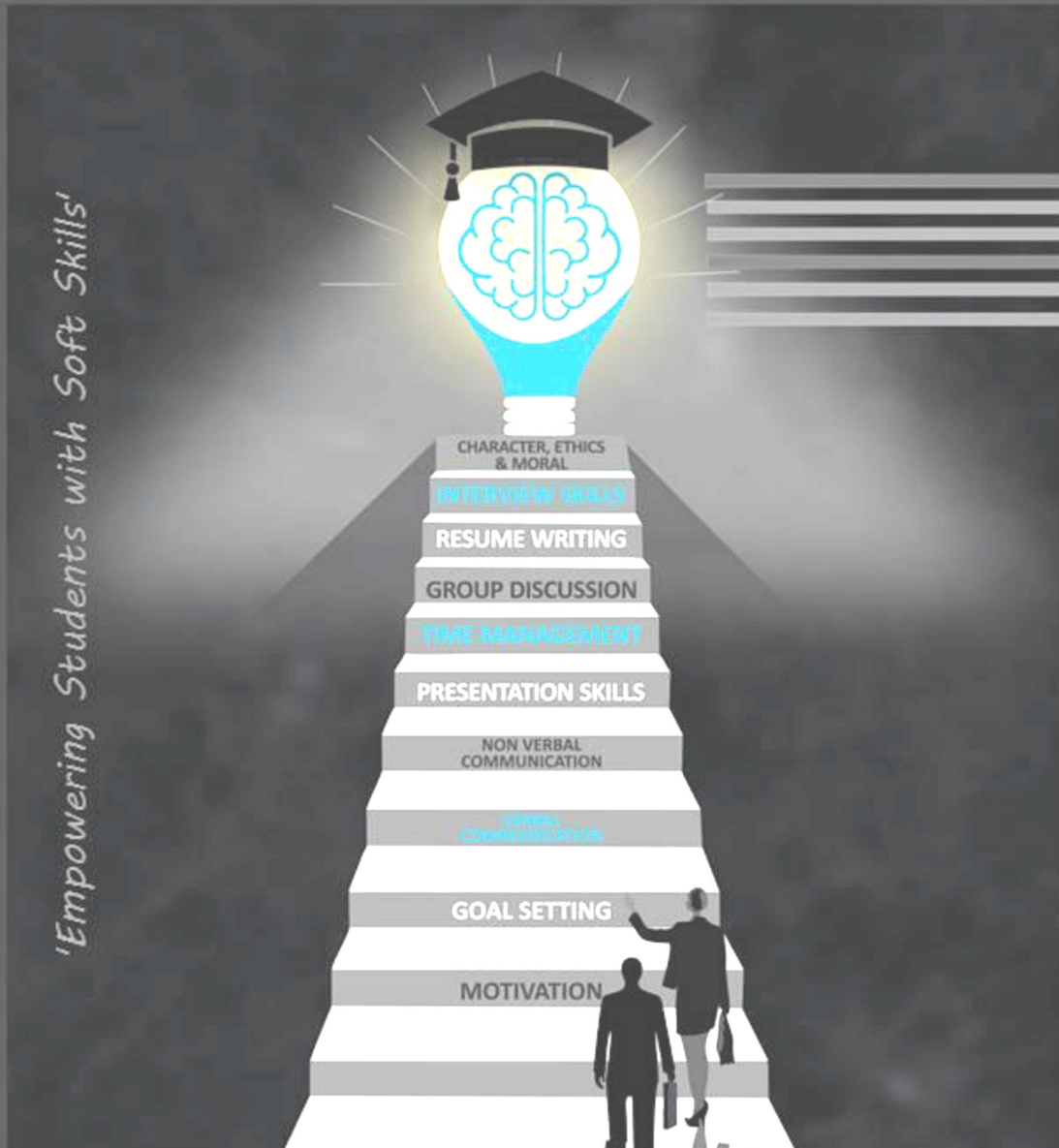
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SOF 10

Stand on your own feet...

E-BOOK

'Empowering Students with Soft Skills'



**SANT GADGE BABA AMRAVATI UNIVERSITY
AMRAVATI (MS)**



Students' Development

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SOF 10

'Empowering Students with Soft Skills'

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Chapter 24

TIME AS RESOURSE

The time management is the method or process of proper development of planning and to exercise complete control over the quantity of time spent on various or specific activities, especially to increase effectiveness, efficiency or productivity. It is range of skills, tools, and techniques used to manage time to achieve specific tasks, projects and personal goals complying with a due date. A time management system is a designed for the combination of processes, tools, techniques, and methods. The time management is very important because the available time is limited. Time cannot be stored, goals are usually multiple, sometimes conflict and it cannot be accomplished without any effort, which requires the use of time.

The major aspects on time management include the creating an environment conducive to effectiveness, to set priorities, to carry out activity related to the priorities, the process of reduction of time spent on non-priorities.

Time management has been considered the combination of different concepts such as:

1. To build an effective surroundings

Some of the literature stresses tasks related to create a surrounding favourable to "real" effectiveness. These strategies include principles such as:

- a) To get prepared the sorting of paperwork and of tasks.
- b) Protecting one's time by insulation, isolation and delegation.