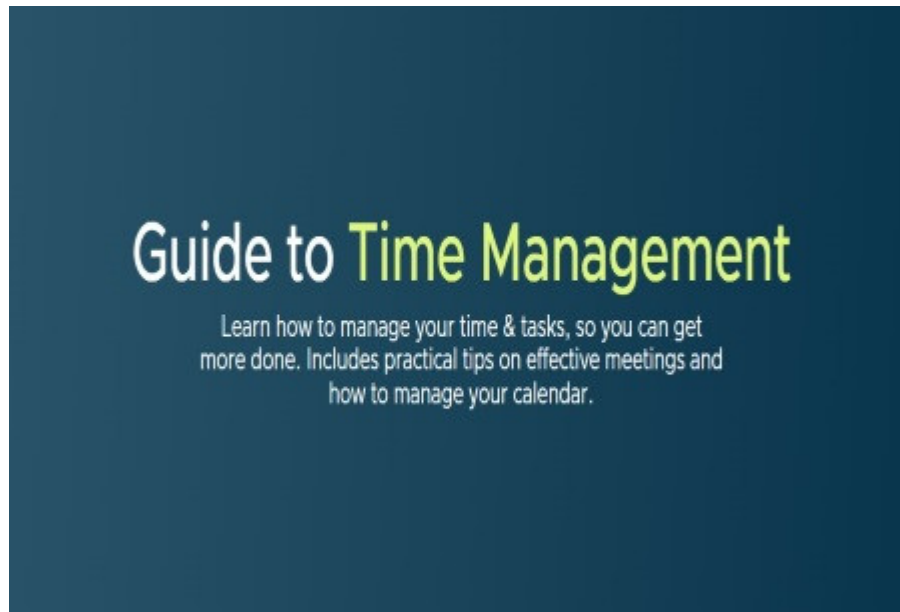




# Time Management



Time management is an essential skill for every human being. People who are good at managing their time are more productive in everyday life. Those who lack time management skills find it difficult to complete tasks on time. They have difficulty organizing their thoughts and making sure they use their time wisely. Managing your time is a skill you need in any job. It is also essential to successfully complete studies, work and other tasks in daily life. For more information on [Time Management](#)