

How Time Management Can Make Young People More Productive.

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Most young people's biggest enemies to achieving set goals or becoming a success in any field are laziness and procrastination. This is usually because of poor or no planning on how to achieve these set goals. Young people can get distracted by the wrong things for a long time due to a lack of proper planning on how to manage their time effectively to achieve a set goal for the day, week or month. According to the Cambridge dictionary, time management is the practice of using the time that you have available in a useful and effective way, especially in your work.

It is very important that young people learn to manage time and also do it effectively. Often times, young people have their heads in the cloud and they tend to think that because they are young, there's a lot of time to achieve their goals. Hence, they spend most of their useful days succumbing to laziness and procrastination and end up regretting when they're much older.

Tips On Effective Time Management

1.Planning: Planning and management are mutually inclusive. There can be no proper management without planning. There is an old saying, “a goal without a plan is just a wish”. Planning helps you to stay focused and keep going in the right direction. It also helps you stay disciplined until your goal is accomplished.

2. Prioritize: Being able to plan is one thing, but realising that some plans are more important than others is another thing.

Here are some good tips on how to prioritize your goals:

- If the achievement of one goal can cover up two or three more goals on your to-do list.
- If the achievement of a particular goal can make a significant change in what you have to achieve in a day or in a window of time.
- If the achievement of a particular goal can save you the stress of working towards more goals for a period of time.

3. Perform: There is an Irish proverb that says, “you will never plow a field if you only turn it over in your mind”. It's good to plan and prioritize, but all efforts will be wasted if you don't put in the work. You have to be able to perform all the tasks and goals you set out to do within a period of time for true productivity to be accomplished.

Here are some ways to perform better:

- Work with a timer to be able to track your activities and work rate.
- Eliminate non-important tasks to enhance focus and increase productivity.