

Time Management

Original Passage

Many people believe they lack sufficient time to accomplish their goals, but poor planning is often the real obstacle. Effective time management involves setting priorities, eliminating unnecessary distractions, and creating realistic schedules. Individuals who organize their tasks and remain disciplined are generally more productive, experience less stress, and achieve better results in both their academic and professional lives.

Précis

Effective time management depends on prioritizing tasks, minimizing distractions, and following realistic plans. Good organization increases productivity, reduces stress, and improves success in academic and professional settings.

