

# Time Management



# Vocabulary

**Buffer:** something or someone that helps protect from harm.

**Momentum:** the force that keeps an object moving or keeps an event developing after it has started.

**Discrepancy:** a difference between two things that should be the same.

**Procrastination:** the act of delaying something that must be done, often because it is unpleasant or boring.

**Backlog:** a large number of things that you should have done before and must do now.

# Introduction

Time management is the method of designing and controlling what proportion of time to spend on specific activities. Good time management permits a person to finish additional tasks in a shorter period of time, lowers stress, and results in career success. The ability to manage one's time effectively is vital.

