

Managing Time in an Efficient Manner is vital for Individuals in both Personal and Professional Lives

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Abstract

From the stage of early childhood, throughout the lives of the individuals, one needs to be well-versed in terms of the aspect that one needs to take out sufficient time for all tasks and activities. In other words, emphasis is put upon honing time management skills. In both personal and professional lives of the individuals, one needs to assign priorities to the job duties, avoid procrastination and take out sufficient amount of time for all tasks and activities. When job duties and functions are put into practice in accordance to the expectations of other individuals and the available time, one is able to incur the feelings of pleasure and contentment. Furthermore, the individuals are able to augment professionalism. When the individuals form the viewpoint that they have sufficient time for all tasks and activities, they will be able to do well and generate the desired outcomes. Therefore, one is able to understand that honing time management skills will enable the individuals to manage time in an efficient manner in both personal and professional lives. The main concepts that are taken into account in this research paper are, factors highlighting the meaning and significance of time management skills, approaches of managing time in an efficient manner and contribution of time management skills in leading to enrichment of professionalism.

Keywords: Activities, Approaches, Determination, Efficiency, Professionalism, Tasks, Time Management Skills, Up-gradation

Introduction:

Time management skills are the skills that are referred to managing time in an efficient manner (Time Management Skills, 2021). From the stage of early childhood, throughout the lives of the individuals, they are taught the meaning and significance of time management skills. One of the important aspects that needs to be taken into account is, one should be competent in terms of measures to prevent wastage of time. The time needs to be managed in a productive and efficient manner. It is an art, when the individuals are able to carry out their job duties and responsibilities in a well-ordered manner within

the specified time. When the individuals form the viewpoint that it is difficult for them to create a balance between personal and professional lives, they feel stressed. But time can be managed in an efficient manner, when the individuals plan their job duties in an appropriate manner. Planning is the function, which enables the individuals to plan their job duties and responsibilities in an adequate manner. When one plans efficiently and develops the competencies for managing time in an effective manner, one is able to take out sufficient time for all tasks and activities. In most cases, the schedule is created, which enables the individuals to plan their time for all

job duties and responsibilities in an efficient manner. Therefore, when the individuals come to their office, they normally plan all their job duties.

In the lives of the individuals in both personal and professional spheres, they are overwhelmed by number of job duties and responsibilities (Tomaszewski, 2021). In other words, the individuals are to concentrate on their professions as well as families and household. Both spheres are considered important for the individuals. They need to take out time for all tasks and activities. For this purpose, they need to manage time in an efficient manner. One needs to assign priorities to the tasks. Assigning priorities will enable the individuals to identify which tasks are more important than the others. The tasks, which are more important are carried out first, whereas, the tasks, which are regarded as less important are carried out later. The research studies have indicated that individuals normally give preference to professional lives over personal lives. For example, if they are required to attend a meeting in the office, they will not attend a family function. But in some cases, both are considered important for the individuals. In such cases, one may take out time for both. Therefore, when one develops the competencies for managing time in an effective manner, one is able to take out sufficient time for all tasks and activities in personal and professional spheres.

In order to sustain one's living conditions in an effective manner, it is necessary for the individuals to get engaged in employment opportunities (Time Management Skills, 2021). When they are engaged in full-time jobs that too in reputed organisations, in such cases, one is normally overwhelmed by number of job duties and responsibilities. They need to take out time for all job duties. As within employment settings, it is necessary to take out time for all tasks and activities. It is important for the individuals to attend meetings, work on the project, do field-work and so forth. When the individuals are experiencing work pressure and feel that they will

not be able to carry out all tasks and activities on their own, in such cases, they delegate the job duties to the other members of the organizations. The individuals in leadership positions are the ones, who are normally vested with number of job duties and responsibilities. In order to do well in their jobs and lead to up-gradation of the overall structure of the organization, it is necessary to work in collaboration and integration with the other members of the organization. Therefore, in managing time in an efficient manner, it is essential to obtain support and assistance from the other members of the organization.

Factors highlighting the Meaning and Significance of Time Management Skills

Throughout the lives of the individuals in both personal and professional spheres, one needs to be well-equipped in terms of approaches to manage time in an efficient manner. The up-gradation of time management skills is regarded as one of the indispensable aspects that all individuals need to pay attention towards on a regular basis. When the individuals are well-versed with time management skills, they will be able to benefit on a large scale. The primary benefits are, one will be able to put into operation various types of job duties and responsibilities in an efficient manner, achieve the desired goals and objectives, enhance career prospects and lead to up-gradation of the overall structure of the organization. Factors highlighting the meaning and significance of time management skills are, individuals are able to take out time for all tasks and activities; make use of modern, scientific and pioneering methods; fulfil the expectations of the individuals in leadership positions; augment their skills and abilities to overcome barriers; acquire promotional opportunities and incur the feeling of job satisfaction. These are stated as follows:

Individuals are able to take out time for all Tasks and Activities

In the lives of the individuals in both personal and professional spheres, they are overwhelmed by number of job duties and

responsibilities. In other words, the individuals are to concentrate on their professions as well as household. Both spheres are considered important for the individuals. They need to take out time for all tasks and activities. For this purpose, they need to manage time in an efficient manner. When one plans efficiently and develops the competencies for managing time, one is able to take out sufficient time for all tasks and activities. Some tasks and job duties are regarded as more important as compared to others. But even when the tasks are less important, one needs to take out sufficient time and implement them in a well-ordered manner. In most cases, the schedule is created, which enables the individuals to plan their time for all job duties and responsibilities in an efficient manner. Within households as well as within the course of pursuance of education and implementation of job duties within employment settings, one needs to manage time in an efficient manner. Therefore, individuals are able to take out time for all tasks and activities is a vital factor highlighting the meaning and significance of time management skills.

Make use of Modern, Scientific and Pioneering Methods

With advancements taking place and with the advent of technologies, one is making use of technologies to put into operation various tasks and activities. This is in educational institutions of all levels and in various types of organizations. Making use of modern, scientific and pioneering methods and utilization of technologies are contributing significantly in honing time management skills. Furthermore, the job duties will be carried out in a less time-consuming and efficient manner. Hence, it is of utmost significance for the individuals to conduct research and make use of modern, scientific and pioneering methods in putting into operation various types of job duties and responsibilities, achieving desired goals and objectives and leading to up-gradation of the overall structure of the organization. Generating awareness and getting engaged in regular practice will contribute in an effectual manner in augmenting their

knowledge, competencies and abilities. Therefore, making use of modern, scientific and pioneering methods is regarded as one of the crucial factors highlighting the meaning and significance of time management skills.

Fulfil the expectations of the Individuals in Leadership Positions

The individuals in leadership positions are the ones who are normally vested with number of job duties and responsibilities. They assign their job duties to the other individuals. After the job duties are assigned, they need to ensure, they are carried out in a well-ordered and satisfactory manner. For this purpose, the individuals in leadership positions need to guide and lead their subordinates in the right direction. It is apparently understood, within the course of putting into operation one's job duties and responsibilities, the individuals need to recognize the meaning and significance of time management skills. When one is able to take out time for all tasks and activities, they will be able to fulfil the expectations of the individuals in leadership positions. Conducting research on regular basis through making use of various sources will contribute in generating awareness in terms of methods, approaches and procedures. Therefore, fulfil the expectations of the individuals in leadership positions is an essential factor highlighting the meaning and significance of time management skills.

Augment their Skills and Abilities to overcome Barriers

It is apparently understood, within the course of putting into operation various types of job duties and responsibilities, there are occurrence of barriers. Barriers need to be curbed and prevented from assuming a major form. Hence, it is necessary for the individuals to augment their skills and abilities to overcome barriers. When one is able to take out time for all tasks and activities and possess adequate knowledge, they will be able to augment their skills and abilities to overcome all types of barriers. Furthermore, they need to be prevented from having any kinds of unfavourable effects on the job duties and living conditions of the individuals. There are two

important ways of augmenting skills and abilities. One is conducting research on regular basis through making use of various sources and another is through communicating in an effective manner with others. These are the individuals within as well as outside the homes. These will contribute in augmenting their skills and abilities to overcome all types of barriers. Therefore, augment their skills and abilities to overcome barriers is a factor highlighting the meaning and significance of time management skills, which has been acknowledged by the individuals on a comprehensive basis.

Acquire Promotional Opportunities

In acquiring promotional opportunities within employment settings, one needs to take into account various aspects. These are putting into operation job duties in accordance to the expectations of the employers; augmenting skills and abilities; being well-equipped in terms of approaches and methods; inculcating the traits of diligence, resourcefulness and conscientiousness; implementing the traits of morality and ethics; making use of modern, scientific and innovative methods; depicting efficiency; forming cordial and amiable terms and relationships with others; making wise and productive decisions; managing resources in an efficient manner; possessing an amiable attitude and an approachable nature and taking out time for all tasks and activities. Furthermore, the individuals will recognize the meaning and significance of time management skills. One needs to understand that honing time management skills will enable individuals to acquire promotional opportunities. Therefore, acquiring promotional opportunities is a factor highlighting the meaning and significance of time management skills, which has been considered as prominent in enriching career prospects by all individuals.

Incur the feeling of Job Satisfaction

When the individuals are engaged in employment opportunities, they need to incur the feeling of job satisfaction. When the individuals are putting into operation various types of job duties and responsibilities in a satisfactory manner, achieving desired goals and objectives and

leading to up-gradation of the overall structure of the organization, they will fulfil the expectations of the employers. In addition, they will form cordial and pleasant terms and relationships with the other members. When the individuals form the view point that when they are able to please their employers through putting into practice their job duties in a well-ordered manner, they develop motivation and feel satisfied with their jobs. When the individuals recognise the meaning and significance of time management skills, they will be able to take out sufficient amount of time for all tasks and activities. Hence, when all tasks and activities are done, the individuals are able to incur the feeling of job satisfaction. Therefore, it can be stated, incurring the feeling of job satisfaction is a factor highlighting the meaning and significance of time management skills, which has been considered by the individuals, irrespective of their job positions in the hierarchy of the organization.

Approaches of Managing Time in an Efficient Manner

Throughout the lives of the individuals in both personal and professional spheres, one needs to be well-equipped in terms of approaches to manage time in an efficient manner (Time Management, 2021). Family is regarded as the first and foremost institution. Parents are regarded as the first teachers of their children. From the childhood stage, the individuals are pursuing education, getting engaged in various types of extra-curricular and creative activities and other tasks and activities. Hence, they need to take out time for all job duties, tasks and activities. The parents make provision of information to their children in terms of approaches to manage time in an efficient manner. They ensure, their children complete all their tasks and functions in an efficient manner. When the individuals have reached the stage of adulthood, they are aware that in order to enrich their living conditions, they need to take out time for all tasks and activities in personal and professional spheres. Hence, they pay adequate attention towards honing time management skills in an efficient manner. Therefore, when the

individuals are well-equipped in terms of approaches of managing time in an efficient manner, they are able to benefit on a large scale. These are stated as follows:

Planning

Time can be managed in an efficient manner, when the individuals plan their job duties in an appropriate manner. Planning is regarded as one of the important functions that bridges the gap from where one is in the present to where one aspires to be in future. The implementation of this function in an effective manner facilitates the up-gradation of time management skills. When the individuals have number of job duties to perform, they need to plan their daily schedule. When a schedule is planned, the individuals are able to put into operation their job duties in a well-ordered and regimented manner. Planning is the function, which enables the individuals to plan their job duties and responsibilities in an appropriate manner. When one plans efficiently and develops the competencies for managing time in an effective manner, one is able to take out sufficient time for all tasks and activities. In most cases, the schedule is created, which enables the individuals to plan their time for all job duties and responsibilities in an efficient manner. Hence, when the individuals come to their office, they normally plan all their job duties. This applies to all individuals, irrespective of their job positions in the hierarchy of the organizations. Therefore, planning is regarded as the approach of managing time in an efficient manner, which has been put into operation by the individuals in all types of organizations.

Prioritizing

It is of utmost significance for the individuals to manage time in an efficient manner. Prioritizing is regarded as one of the indispensable approaches, which needs to be acknowledged by all individuals. In this case, one needs to assign priorities to the tasks. Assigning priorities will enable the individuals to identify which tasks are more important than the others. The tasks which are more important are carried out first, whereas, the tasks, which are regarded as less important are carried out later. The research studies have

indicated that individuals normally give preference to professional lives over personal lives. For example, if they are required to go to a meeting in the office, they will not attend a family function. But in some cases, both the functions are considered important for the individuals. In such cases, one will implement time management skills in an efficient manner and will be able to take out time for both. When the individuals recognize the meaning and significance of prioritizing, they will be able to take out sufficient time for all tasks and activities. In other words, when priorities are assigned, one will be able to identify the tasks, which are more important as compared to others. Therefore, prioritizing is regarded as the approach of managing time in an efficient manner, which has been acknowledged by the individuals in their personal and professional lives.

Delegating

Within various types of employment settings, it is necessary to take out time for all tasks and activities. As when one is at work, all tasks and functions are important to lead to up-gradation of the overall structure of the organization. It is important for the individuals to attend meetings, work on the project, prepare reports, do field-work and so forth. When the individuals are experiencing work pressure and feel that they will not be able to carry out all tasks and activities on their own, in such cases, they delegate the job duties to the other members of the organizations. The individuals in leadership positions are the ones who are normally vested with number of job duties and responsibilities. They normally delegate their job duties to the other individuals. For example, when they are not present in the office and are required to go out for some work, the meetings in the office are co-ordinated by their assistants. In order to do well in their jobs and lead to up-gradation of the overall structure of the organization, it is necessary to work in collaboration and integration with the other members of the organization. Therefore, delegating is the approach of managing time in an efficient manner, which is usually implemented by the individuals in leadership positions.

Organizing

Organizing is referred to the function, which involves establishing, forming, shaping and unifying. When the individuals are wholeheartedly determined towards honing time management skills, they need to recognize the meaning and significance of the function of organizing. The implementation of this function in an effective manner facilitates the up-gradation of time management skills. When the individuals have number of job duties to perform, they need to organize the tasks and activities in an adequate manner. When one organizes all tasks and activities in an effective manner and develops the skills for managing time, one is able to take out sufficient time for all tasks and activities. The individuals are normally aware in terms of their job duties and the procedures and methods. Hence, the function of organizing enables the individuals to organize their time for all job duties and responsibilities in an efficient manner. Hence, when the individuals are putting emphasis upon achievement of goals in professional spheres, they normally organize their tasks and activities. When these are organized in a well-ordered and satisfactory manner, one will be able to lead to enhancement of time management skills. Therefore, organizing is the approach of managing time in an efficient manner, which is recognized by all individuals, irrespective of their job positions in the hierarchy of the organizations.

Leading

Leading is the function that needs to be put into operation by the individuals in leadership positions. The individuals in leadership positions are the ones who are normally vested with number of job duties and responsibilities. They normally assign their job duties to the other individuals. After the job duties are assigned, they need to ensure, they are carried out in a well-ordered and satisfactory manner. For this purpose, the individuals in leadership positions need to guide and lead their subordinates in the right direction. It is apparently understood, within the course of putting into operation one's job duties and responsibilities, the individuals gain

experience. Hence, when they are experienced, they will be able to take out time for all tasks and activities. When the individuals are putting emphasis upon achievement of goals in professional spheres, they normally are required to work in collaboration and integration. Furthermore, leaders need to impart information to their subordinates in a clear manner in terms of tasks and activities. When these are put into practice in an adequate manner, time management skills will be up-graded. When the function of leading is carried out in a well-ordered and satisfactory manner, one will be able to lead to enhancement of time management skills. Therefore, leading is the approach of managing time in an efficient manner, which is identified by the individuals in leadership positions.

Controlling

Controlling is referred to monitoring of tasks. It involves making use of resources and materials in an efficient manner. All the individuals, irrespective of their job positions in the hierarchy of the organization need to focus upon the function of controlling. When this function is put into practice appropriately, one will not only be able to prevent wastage of resources and materials, but will also be able to do well in their job duties. Controlling function renders an important contribution in leading to up-gradation of time management skills. When the individuals are putting emphasis upon achievement of goals in professional spheres, they normally are required to work in collaboration and integration. When they promote teamwork, they are able to guide and direct others towards taking out sufficient time for all tasks and activities. When one is taking out time for all job duties, they normally make sure that they put in their best abilities towards their implementation. In the present existence, with advancements taking place and with the advent of technologies, one is making use of technologies to put into operation various tasks and activities. The utilization of technologies are contributing significantly in honing time management skills. Furthermore, the job duties will be carried out in a less time-

consuming and efficient manner. Therefore, controlling the approach of managing time in an efficient manner, which is identified by the individuals in the implementation of all job duties.

Bringing about Changes

With advancements taking place and with the advent of modernization and globalization, it is of utmost significance for the individuals to bring about changes. When changes are brought about, it needs to be ensured, they are worthwhile and beneficial to the members as well as the overall structure of the organizations. When the individuals are wholeheartedly dedicated towards up-gradation of time management skills, in other words, when they form the viewpoint that they need to take out time for all tasks and activities, they bring about changes. The changes are made in the methods, procedures, strategies, approaches, resources, materials, and the overall structure of the organizations. When the individuals feel that due to implementation of certain methods, they are carrying out their job duties in a large amount of time, in such cases, they will bring about changes. When the individuals are vested with the number of job duties to perform, they need to organize the tasks and activities in an adequate manner. When one brings about changes in all tasks and activities in an effective manner, one will normally be able to develop the skills for managing time. Therefore, bringing about changes is the approach of managing time in an efficient manner, which is recognized by all individuals throughout their job duties.

Managing Stress

In the implementation of job duties and responsibilities in both personal and professional lives, the individuals do feel stressed. Stress needs to be managed in an efficient manner. The reason being, when one is not aware in terms of stress management strategies, it will prove to be one of the major barriers within the course of implementation of job duties in an appropriate manner and up-gradation of time management skills. When the individuals are overwhelmed by number of job duties and responsibilities, it is

apparently understood that the individuals will feel stressed. When one will develop the skills for managing time, they will be able to take out time for all tasks and activities. When one is able to take out sufficient amount of time for all the important job duties, one will be able to render a significant contribution in managing stress. When one is well-versed in terms of ways of managing stress in an effective manner, the tasks and activities will also be able to put into operation in an efficient manner. In this manner, one will be able to develop the skills for managing time. Therefore, managing stress is the approach of managing time in an efficient manner, which is recognized by all individuals within the course of putting into operation various types of job duties and responsibilities.

Developing Self-Awareness and Self-Determination

In leading to up-gradation of time management skills, it is of utmost significance for the individuals to develop self-awareness and self-determination (Pettit, 2021). Self-awareness is referred to generating awareness in terms of oneself. When one aims to generate awareness in terms of oneself, one is able to identify the flaws and inconsistencies. When one forms the viewpoint that limitations are proving to be impediments within the course of achievement of goals and objectives and bringing about improvements in one's overall quality of lives, one will put in efforts to their best abilities in bringing about solutions to them. Self-determination is also regarded as one of the main areas that render a significant contribution in leading to up-gradation of time management skills. In the case of self-determination, one forms strong determination to augment one's competencies and abilities, achieve the desired goals and objectives and lead to up-gradation of the overall structure of the organization. Hence, throughout their jobs, one needs to be well-versed with the aspects of self-awareness and self-determination. Therefore, developing self-awareness and self-determination is regarded as the approach of managing time in an efficient manner, which is recognized by all individuals

within the course of putting into operation various types of job duties and responsibilities, achieving desired goals and objectives and leading to up-gradation of the overall structure of the organization.

Putting into Operation Decision Making Processes in an Efficient Manner

Decision making is regarded as an integral part of the lives of the individuals. These take place in the personal and professional lives of the individuals. Hence, throughout the lives of the individuals, they need to put into operation decision making processes in an efficient manner. When decisions are made, they need to ensure they prove to be efficacious and worthwhile to the members as well as the organization as a whole. In various types of organizations, the individuals in leadership positions are vested with the authority of making decisions. They may or may not take ideas and suggestions from the other members. When the individuals are experiencing problems within the course of honing time management skills, one needs to focus upon decision making processes. When decision making processes are put into operation, one needs to conduct the analysis of the alternatives. After the analysis is conducted, one needs to utilize the alternatives, which are regarded as efficacious and meaningful. Hence, throughout their jobs, one needs to be well-versed with the aspects that would facilitate the decision making processes in an efficient manner. Therefore, putting into operation decision making processes in an efficient manner is regarded as the approach of managing time in an efficient manner, which is recognized by all individuals within the course of putting into operation various types of job duties and responsibilities and leading to enrichment of one's career prospects.

Contribution of Time Management Skills in Leading to Enrichment of Professionalism

In leading to enrichment of professionalism, there are number of factors that need to be taken into account by the individuals. These are, putting into operation job duties in a well-organized and satisfactory manner; augmenting skills and

abilities; providing solutions to various types of problems in an appropriate manner; being well-equipped in terms of approaches and methods; inculcating the traits of diligence, resourcefulness and conscientiousness; implementing the traits of morality and ethics; making use of modern, scientific and innovative methods; depicting efficiency; forming cordial and amiable terms and relationships with others; making wise and productive decisions; managing resources in an efficient manner; possessing an amiable attitude and an approachable nature; working in co-ordination and integration with others and promoting teamwork. This will enable individuals to take out time for all tasks and activities. Furthermore, the individuals will recognize the meaning and significance of time management skills. One needs to understand that honing time management skills will enable individuals to not only do well in their tasks and activities, but they will be able to contribute in a satisfactory manner in leading to up-gradation of professional traits. Therefore, one is able to understand in a well-ordered manner that contribution of time management skills is considered worthwhile in leading to enrichment of professionalism.

In educational institutions at all levels and in various types of organizations, when the individuals are professional in their conduct, they normally depict their professionalism through various ways. These are, managing financial, technical, material and human resources in a well-ordered manner; implementing the managerial functions of planning, organizing, directing, staffing, controlling, leading and co-ordinating in a satisfactory manner; bringing about changes in various aspects of the organizations; coping with stressful situations in an effective manner; identifying the limitations and bringing about improvements in them; inculcating the traits of meticulousness, ingenuity and conscientiousness; implementing the traits of morality and ethics; making use of modern, scientific and innovative methods; depicting efficiency, helpfulness and co-operation; forming cordial and amiable terms and relationships with others and putting into operation decision

making processes in an efficient manner. When the individuals are vested with the number of job duties to perform, they need to organize the tasks and activities in an adequate manner. When one carries out various tasks and activities in an effective manner, one will normally be able to develop the skills for managing time and upgrade professional traits. Therefore, one is able to identify that contribution of time management skills is considered meaningful in leading to enrichment of professionalism.

Conclusion

Time management skills are the skills that are focused upon managing time in an efficient manner. From the stage of early childhood, throughout the lives of the individuals, they are taught the meaning and significance of time management skills. One of the important aspects that needs to be taken into account is, the individuals need to be competent in terms of measures and approaches to prevent wastage of time. The time needs to be managed in a useful and efficient manner. Factors highlighting the meaning and significance of time management skills are, individuals are able to take out time for all tasks and activities; make use of modern, scientific and pioneering methods; fulfil the expectations of the individuals in leadership positions; augment their skills and abilities to overcome barriers; acquire promotional opportunities and incur the feeling of job satisfaction. Approaches of managing time in an

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efficient manner are, planning, prioritizing, delegating, organizing, leading, controlling, bringing about changes, managing stress, developing self-awareness and self-determination and putting into operation decision making processes in an efficient manner. Time management skills render a significant contribution in leading to enrichment of professionalism. Finally, it can be stated, when the individuals are well-equipped in terms of time management skills, they will be able to put into operation their job duties in a well-ordered and efficient manner.

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