



# TIME TITAN

Resolving To Command Your Time  
In The Coming Year

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# Chapter 1

## *The Basics On Time Management*

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### *Synopsis*

*“Time is what we want most, but what we use worst.” – William Penn*

Time Management is one misleading phrase. While science fiction, for the longest time, has been fixated on the subject of managing time using numerous ways, like the idea of time travel, not one person on this earth can really manage time. As a human, the only thing that you can hope to attain is to successfully manage your life’s events in the most efficient way possible for you to have adequate time left for other things that you need to accomplish. Time is the one that manages itself, in all sense of the word.

Here, you will get to learn more about time management and discover some simple techniques and ideas that you can put to use so that you can make your own time become in the most efficient way possible for you to get all things done while still having enough time left for yourself.

Was there ever a time in your life when you wished for more time? Did you ever want time to pass even more quickly? There are instances when time seems to fly while on other times, it seems to be dragging. You often hear people complaining how their time at school or work is dragging, while the holidays just pass by all too quickly.

## ***The Basics***

These illusions are merely the effect of how a person reacts to different emotions and environments because whether you like it or not, nothing will change the fact that one day is always composed of 24 hours, no more, no less.

According to research, once the human brain is engaged in numerous activities, it experiences a reduction in the ability to notice how time passes. Conversely, when your brain has less stimulation, it tends to focus on keeping tab on time passing.

Time management is almost as good as safeguarding your money. You protect your money, aiming to use this in the wisest way possible and avoiding any waste. You budget. You balance the money you earn with the money you spend. And just like money, your time is also a limited but valuable resource. This means that the skills that you will need for managing your time is the same with those required for money management to be successful – planning, management, as well as self-control.

By learning good skills in time management, you will have better chances of controlling your time, with the primary goal of improving your life. Furthermore, this improvement must reduce the levels of stress in your system and heighten your energy levels. Through proper time management, you can maintain or come up with the perfect balance between your family, personal and work life while still possessing the flexibility of responding to new opportunities or surprises.