



**Post-Graduate Program**  
**Fundamentals of Technical Writing (GEN 600)**  
Electronics and Electrical Communications Engineering Department  
Spring 2019  
**Assignment no. 3**



**DUE DATE: SATURDAY APRIL 27, 2019**

**Question** (*Outlining - Organizing*)

**Read** the the following article:

Time management is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter, not harder, so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress.

The highest achievers manage their time exceptionally well. By using time-management techniques, you can improve your ability to function more effectively, even when time is tight and pressures are high.

Good time management requires an important shift in focus from activities to results: being busy isn't the same as being effective. Ironically, the opposite is often closer to the truth. Spending your day in a frenzy of activity often achieves less, because you are dividing your attention between so many different tasks. Time management refers to the way that you organize and plan how long you spend on specific activities.

It may seem counter-intuitive to dedicate precious time to learning about time management, instead of using it to get on with your work, but the benefits are enormous: greater productivity and efficiency, better professional reputation, less stress, increased opportunities for advancement and greater opportunities to achieve important life and career goals.

Failing to manage your time effectively can have some very undesirable consequences such as missed deadlines, inefficient work flow, poor work quality, poor professional reputation and higher stress levels. Spending a little time learning about time-management techniques will have huge benefits throughout your career.

**Required**

- 1) Write a Topic outline of the previous article.
- 2) Write a Sentence outline, based on the Topic outline.

**Deliverables**

By the due date, submit a single .pdf file, with a cover page of your full name, at:

<https://goo.gl/forms/uUEllPliUlgJ6alE3>