

UNSEEN PASSAGE FOR CLASS

10 STUDENTS



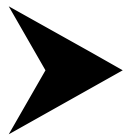


Unseen Passage for Class 10 Students

Unseen Passage 6: The Value of Time Management

Time management is a crucial skill that can significantly impact one's academic and personal life. It involves planning and exercising conscious control over the amount of time spent on specific activities. Good time management enables individuals to complete more in a shorter period, lowers stress, and leads to career success. It helps prioritise tasks, ensuring that important deadlines are met without last-minute rushes.

To manage time effectively, one should set clear goals and break tasks into smaller, manageable parts. Creating a daily or weekly schedule can help keep track of commitments and allocate time wisely. Additionally, it is essential to eliminate distractions, such as excessive use of social media or television, which can consume valuable time. By mastering time management, students can enhance their productivity and achieve a better balance between studies and leisure activities.



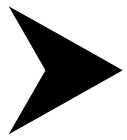
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Questions

1. What are the primary benefits of effective time management as discussed in the passage? Provide specific examples from the text.
2. How does time management contribute to better decision-making skills according to the passage? Discuss its implications for students.
3. Explain how effective time management can lead to stress reduction based on information from the passage. What strategies are suggested?

Answers

1. The primary benefits of effective time management include:
Increased Productivity: Individuals can complete tasks efficiently when they plan their schedules.
 - Example: Students balancing academic responsibilities with extracurricular activities.
 - Better Decision-Making Skills: Clarity on priorities helps avoid multitasking or distractions.



Unseen Passage for Class 10 Students

Answers

2. Time management contributes to better decision-making skills by: Providing clarity on priorities which helps individuals make informed choices about how to spend their time.

- For students, this means being able to allocate specific times for studying different subjects rather than getting sidetracked by less important tasks.

3. Effective time management leads to stress reduction by: Allowing individuals to anticipate deadlines and prepare accordingly.

- Strategies suggested include breaking larger tasks into smaller steps and setting realistic timelines to minimize last-minute rushes.