Fill in the blanks with an appropriate preposition.

Time management techniques are a way to make the best use ………………………. (of / with / for) your time. We all (rich and poor alike) have the same number of hours available to us ……………………… (in / on / at) a day, a week, a month, or a year. It’s how we use these hours which is important.

Proper prioritization is essential …………………… (to / with / of) effective time management. Whoever you are, there are only twenty four given hours in a day. You need to sleep, eat, bathe and perform a number of other activities. There will always be more things that you would like to do than there is time to do them. If you don’t prioritize tasks, you would simply change ………………….. (from / with / about) one task to another without rhyme or reason. This would not only be totally inefficient, it could also result …………………….. (in / at / to) essential tasks being left incomplete. It is therefore important that one must learn to differentiate ………………….. (between / among) the important and the optional.

Answers

Time management techniques are a way to make the best use of your time. We all (rich and poor alike) have the same number of hours available to us in a day, a week, a month, or a year. It’s how we use these hours which is important.

Proper prioritization is essential to effective time management. Whoever you are, there are only twenty four given hours in a day. You need to sleep, eat, bathe and perform a number of other activities. There will always be more things that you would like to do than there is time to do them. If you don’t prioritize tasks, you would simply change from one task to another without rhyme or reason. This would not only be totally inefficient, it could also result in essential tasks being left incomplete. It is therefore important that one must learn to differentiate between the important and the optional.