

**Question 17** (8 marks)

- (a) Describe features of effective time management.

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Effective time management begins with goal setting. These goals are then broken down into simpler tasks, which are prioritised accordingly. The goals should also be Specific, Measurable, Attainable, Realistic, and comply with Time restraints (SMART goals)

- (b) Explain how poor time management can affect a business.

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If time is not managed properly, it can have many negative results on a business. If goals are not prioritised, then there will be a lot of rushing to get everything finished on time. Dealing with these deadlines can also result in stress, which can become a psychological hazard in the workplace. Also, if goals do not comply with the SMART framework for goal setting, it will make the goals harder to achieve, resulting in reduced productivity for the business.