

Question 17 (8 marks)

- (a) Describe features of effective time management. 3

Effective time management depends on how well an employee/ employer is organised and efficient in what they are doing. Organising and planning your jobs and duties can enhance ~~the time~~ as well as reduce the time ~~is~~ spent doing it. This also includes ~~doing~~ completing the more difficult duties and leaving the ~~more~~ less difficult ones till the end. ~~than~~

- (b) Explain how poor time management can affect a business. 5

Poor time management can affect a business in many ways. Without time management, a business may be behind with almost everything including financially & physically. It is important that employees gain interpersonal skills to organise and plan ahead time to keep up with the pace of consumer/ clients demands and most importantly to keep up-to-date. ~~Time management~~ Poor time management can slow down the sales for a business as the business would be lacking organisation and thus result in a mess which is caused by disorganisation.