

Question 17 (8 marks)

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

Prioritising: sorting tasks, usually, from most important to least important to complete within the time frame.

Delegating: allocating tasks to those most skilled to complete them to ensure performance and efficiency.

Problem-solving: solving conflicts in ~~the~~ means where

least time is wasted and the outcome satisfies most people.

- (b) Explain how poor time management can affect a business. to satisfy most people waste 5 least time.

Poor time management may slow down or

distract the business from fulfilling their goals

or mission statement: if a business is unable to

meet deadlines - their productivity and profitability

is greatly decreased: As a result of this, there

is more costs involved: A slowing down in production

of products and services may also cause the business

to suffice w customers demanding products ~~that~~ may

be dissatisfied and ~~the~~ clients lost: Time is ~~also~~

again wasted to rebuild ~~to~~ the economic damage from

poorly managing time.