

Question 17 (8 marks)

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

Effective time management involves, firstly, establishing timeframes and deadlines for tasks. Tasks can be divided into 'mini' tasks. These smaller tasks can then be looked at individually, and prioritised in respect to their due date. Effective time management also involves completing the task required without wasting time and making use of available time. Placing priorities on tasks and varying such tasks also proves to be time effective.

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

Poor time management can lead to uncompleted tasks, poor rapport with clients, loss of business, waste of productivity and unsatisfaction. Some tasks may also be delegated to one, but are part of a report, which requires work to be handed in on time for effective time management of the next person. Uncompleted tasks due to loss of time leads to inefficiency and can cause ~~the~~ ~~the~~ customers to lose their trust and resign out of a business. Also, the general flow of a business will be diminished as ~~the~~ employees are always moving 'backward' instead of forward, trying to catch up. This may also become a psychological hazard for individuals and affect business. Poor time management can lead to competing demands,

Sample 2
5/6

Section II (continued)

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Student Number

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

Effective time management is when an employee understands their tasks, is able to prioritise their tasks and able to meet deadlines. They do not waste time due to lack of concentration or procrastination. They also make use of time management tools such as to-do lists to ensure jobs are completed.

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

Poor time management such as not having right amount of resources, time constraints, lack of concentration and procrastination can cause a loss of time and money. It can result in tasks not being completed and therefore other tasks may not be completed, documents may not be sent if required and stakeholders including clients may be dissatisfied. Therefore it can cost the business money due to loss of revenue and poor reputation being created.