

Question 17 (8 marks)

- (a) Describe features of effective time management.

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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.

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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.