

**Question 17** (8 marks)

(a) Describe features of effective time management.

3

- \* happy staff
- \* Preparation, finishing tasks by a due date.
- \* Spending a correct amount of time to complete a task.
- \* quality

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

5

- \* may have to extend the time to finish an unfinished ~~project~~ task and therefore lose that time, which could have had another task completed.
- \* cause conflict - frustration
- \*