

Question 17 (8 marks)

(a) Describe features of effective time management.

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- Prioritising.
- Stamp and date letters.
- More goals can be met.
- Using an electronic diary.

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

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- It would not let organisations meet set out goals.
- Complaints may arise from clients this may also lead to loss of clients.
- If a business does not work to its full capability it may also lose money.