

**Question 17** (8 marks)

- (a) Describe features of effective time management.

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~~Schedule time management~~  
Features of effective time management is to reach the goal. If you know how to organise your work task than you do and get successful. ~~with it~~

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

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It can affect a business not to finish the task, It very esse important to the business to take a reach the goal.  
Poor time management can affect a business with the big problem e.g. If the customer order some stuff ~~for~~ it take 4-5 working day. But if not finish on time ~~by~~ the client gonna feel disappoint with this business. Customer not gonna order ~~etc~~ from that business again