

Question 17 (8 marks)

- (a) Describe features of effective time management.

3

Effective time management includes prioritising tasks in order of importance. This allows tasks to be completed on time. Setting goals that should be achieved throughout the day, week etc. are an effective feature of time management as tasks are completed on time. Effective time management must comprise of good working habits and concentration on tasks needed to be dealt with within timeframes which is why a diary may assist in this.

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

5

Poor time management affects the business greatly as loss of production, productivity and profit comes as a result. Work overload with too much tasks to be completed at once may cause stress to the employee however important tasks are left late to complete thus affecting the business as clients may be unsatisfied. With poor time management, the important tasks that are in need of completion are delayed causing ~~poor~~ lack of consistency and quality of work affecting the business and its income as overtime work may have to be implemented.