

Question 17 (8 marks)

- (a) Describe features of effective time management. 3

Prioritising work can effect time management being organised will ~~be~~ be time effecient. Setting a goal on what you want done withing a certain time frame to achieve your goal.

- (b) Explain how poor time management can affect a business. 5

For time management can affect a business by example customer service has poor time management, the business will lose all customers or clients. Example two suppliers waiting for response from business with poor time management which will outcome in supplier will be lost and business would shut down due to no customers and no suppliers. Poor time management also can impact on tasks and goals that staff ~~and~~ will fail to finish due to not having enough time to finish tasks such as for example completing a project for Paltronics which is a ~~business~~.