

Question 17 (8 marks)

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

- Prioritising work from most urgent to least important
~~responsibility~~ to ensure work is completed in a systematic way
- delegating work amongst different people taking in account different skills, knowledge
- Problem solving by brain storming to have a solution agreed by all team members

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

Time management is to ensure tasks are being met ^{by a deadline / or team goal}. However poor management can affect a business as:
- team goals are not being met
- individual goals are not being met
- work that needs to be completed may not in time which can affect a business - not fulfilling the business' goals / ~~and~~ objective / mission / deadlines.
- create conflicts among team members. By not prioritising and delegating work appropriately it can affect the business ^{due to} the above points.