

What is Business Time Management?  
(ビジネスにおける時間管理術とは?)

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There are many aspects to any successful business that have to be covered.  
Many of them go on behind the scenes to make other aspects of it as productive as possible.  
Business time management is certainly one that falls into that category.  
Without it you may be losing money with your business.

If you haven't made it a primary focus for your business it isn't too late to start.  
Take a close look at where time is perhaps being wasted in your business.  
Those are your weakest links where you need to make some concessions.  
Those types of losses aren't going to improve on their own so do your part to take action.

There are many different ways in which you can accomplish better business time management.  
You may need to implement just a few basics or a complete system.  
Business time management methods though will ensure you are able to get the most production from your employees.

By focusing on improving business time management you can avoid having unrealistic expectations of what employees can accomplish.  
If you constantly ask employees to do unreasonable things then you'll find they'll resign.  
Most of them won't speak up instead they'll be quiet and start to look for another job.

Surprisingly others will just simply stop showing up for work.  
Their time and attendance will become poor and you'll waste a lot of time on performance management.

Either way you have lost valuable employees.  
It is always more cost effective to keep the employees you do have than to train new ones.

So when focusing on improving your business time management you need to take your workforce with you.  
Don't simply try to impose a new regime on them.

When there are large projects that have to be completed, business time management is essence.  
If you let big clients down by not completing them on time you will lose their future business.  
This can result in a very large sum of money that your business doesn't get as revenues through sales.  
When projects are cut too close to the deadline employees will be stressed out.  
In many instances they won't be able to offer their very best work

either.

There are quite a few different aspects of your business that need to be covered that fall under

business time management as well.

With the right tools in place you and your employees can accomplish them without too much of a struggle.

For example it can assist you with planning and with setting up realistic goals to reach for over the course of the year.

There will be plenty of times when effective decision making has to be done at a moment's notice.

Those responsible for such decisions don't want to end up regretting what they chose to do.

Setting up schedules and delegating responsibilities can all be done with the right business time management program in place.

However you decide to improve your business time management do it carefully, gently and in a planned manner in conjunction with employees.

If you'd like some more thoughts, tools, tips and techniques on time management then visit my web site

[www.time-management-huddle.com](http://www.time-management-huddle.com) . The site has lots of information and free tools to help you tame time.

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About the Author:

Alan Orr is a senior director and author. He's worked with some of the biggest companies in the world

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Time and project management have always been an area of great interest and expertise.

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