

Time Management to Improve Your Business
(あなたのビジネスを発展させる時間管理術)

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Making sure your employees spend their time in a valuable manner for your business is important.

Gaining extra working hours from them by improving their use of time gives you extra values for your wage bill.

Time Logs

If you are worried about how your employees use their hours during their day you can ask them to log their time.

This is a very effective time management tip since it also gives you the opportunity to see

just how long it takes for them to complete certain aspects of their job.

Some argue that filling out timesheets is wasting the time of the employees.

However, if you keep the logs very simple and straightforward they can complete them in very little time.

For those employees not up to speed having to report in such a manner can give them the initiative to make positive changes to their work habits.

When you evaluate the logs in regard to employee time management you need to keep things in perspective.

You will discover that some employees take less time to complete certain tasks than others.

Before you are critical of an employee you need to consider why there are differences in the time.

What is the quality of the work that they are doing when you compare it to each other?

Is one person more experienced than the other?

Is one employee just a lot quicker than average and although slower everyone else's work rate is actually okay?

Whatever the reason for the time differences you should find it out prior to taking any actions.

This is definitely the way to get positive results from employee time management.

Don't criticize before you analyze performance properly.

If there is a problem with time you do need to make changes.

However before you make such change though be sure to talk to the employees involved.

You don't want to commit them to doing certain work all the time that they may not enjoy doing.

If they are forced into such a situation then they may end up seeking employment elsewhere.

Another option is training.

Rather than change you can retrain an employee.

Find those with the right employee time management skills in certain areas to train others.

You can set up small training groups so that methods can be shown and questions can be answered.

This can help to promote good moral among your employees as well.

Anyone can benefit from employee time management.

Time management is very valuable and for those that complain there isn't enough time in the day

to do everything they will get the most out of it.

If you want to have the most successful business out there then it starts with happy employees.

Those are the people that look forward to going to work each day.

They will give 100% because they know they are valued.

When you provide them with employee time management tips you give them the ability to succeed.

That means you can get better quality of work out of them for what you are paying them.

That is a winning combination that you don't want to pass up.

If you'd like some more thoughts, tools, tips and techniques on time management

then visit my web site www.time-management-huddle.com .

The site has lots of information and free tools to help you tame time.

Article Source: <http://www.articlesbase.com/management-articles/time-management-to-improve-your-business-580909.html>

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Alan Orr is a senior director and author.

He's worked with some of the biggest companies in the world in very senior roles including many blue chip companies

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