

عنوان مقاله:

Productivity with time management

محل انتشار:

ششمین کنفرانس بین المللی مدیریت، گردشگری و تکنولوژی (سال: 1402)

تعداد صفحات اصل مقاله: 7

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خلاصه مقاله:

Time is the most valuable and finite resource that we have. When we start a job for the first time or when we want to do an activity after graduating from school or university, we find ourselves in a pile of backlogs. We have a lot of time to do things. We are told to do this, then do that, and then move on to another task given on a list. Just as our powers choose tasks and increase decisions, they also plan the time we have. But this little by little surprises us. and we often get immersed in our habits that may prevent our progress and success without realizing it. Some employees at some point receive training on time management. This oneday training or the maximum is two days and it is rarely extended, and what is learned is usually quickly forgotten due to the passage of time. Many employees never receive any training. The skill of timemanagement is one of the trainings that managers must learn. Some people have good information about time management, while others don't know the slightest thing about it and don't even know how to find the time to use time management skills. Still Having time management skills is an inevitable necessity for every successful manager. Finding someone wh has reached the highest career ladder without knowing how to make the .best and most effective use of time is very difficult

کلمات کلیدی:

productivity, time, time management, law ۲۰-۸۰

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