

Employee time management and development action plan

The slide presents time management action plan for employees in organisations, helpful in maintaining higher productivity and improved lifestyle. It includes setting correct goals, Prioritizing wisely, setting time limit, and taking breaks.



	 Tasks	 Responsibility	 Action Plan	 Goals
01	Set Correct Goals	Emily Cruz	Set SMART (Smart, measurable, achievable, relevant and time bound) goals	- Improved workflow and higher productivity - Add text here
02	Prioritize Wisely	Pam merritt	Create list of tasks based on urgency and importance	- Better time and efforts allotment - Add text here
03	Set Time Limit	George Brown	Set deadline for each task to be completed by members and track actions	- Better regulation and perception of company by clients - Add text here
04	Take Breaks	Wiley Cooper	Organise fun activities for employee during breaks and ensure participation by all	- Better quality of work and fresh minds at for innovations - Add text here
05	Remove Irrelevant Tasks	Brane Johnson	Create list of non-essential tasks to free up time and efforts for urgent matters	- Faster project deliveries - Add text here

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