

MANAGEMENTUL TIMPULUI PENTRU MANAGERII OCUPAȚI

PERSONAL TIME MANAGEMENT FOR BUSY MANAGERS

Silvia MEDINSCHI, Rozalia VOROVENCI
„TIBISCUS” UNIVERSITY OF TIMIȘOARA, FACULTY OF ECONOMICS

Abstract:

Personal Time Management is about controlling the use of your most valuable (and undervalued) resource. The absence of Personal Time Management is characterized by last minute rushes to meet dead-lines, meetings which are either double booked or achieve nothing, days which seem somehow to slip unproductively by, crises which loom unexpected from nowhere.

Personal Time Management also effects other people, particularly to subordinates. Planning projects means not only allocating your time but also the distribution of tasks; and this should be done in the same planned, monitored and reviewed manner as your own scheduling.

Key words: *time management, deadlines, highlighting wastage*

JEL classification : *M12 - Personnel Management*