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# **How To Handle Staff members That Do Not Properly Manage Their Time**

Are you an entrepreneur? If you are, there is a good chance you have employees in your staff that don't know how to manage their time. Where do you turn with these employees? If you are unsure regarding how you should proceed, please keep reading on.

First, it is important to do something. The last thing that you will want to do is let an employee who has bad time management fly distinct. Many business owners do not think about this at the time, but there are a serious consequences because of not calling out poor performing workers.

One of the numerous consequences to allowing each of your employees to keep on wasting their some time and yours, is that others are prone to follow suit. Even some of your very best performing employees are likely to hang around socially or by surfing the world wide web when they see that others are able to perform the same and get away with it.

Your business profits will also be put at risk. When a staff member spends too much time surfing the internet or wasting time in general, it is going to likely take much longer to finding projects completed. This can influence your business profits. For example, you may later end up paying your employee overtime to perform a task that they should have finished during normal work hours.

If your business deals directly while using general public, an employee who does not discover how to manage their time can also possess a negative impact on your company's public perception. Deadlines mustn't be missed, but proper time management is vital when working with clients. Did you accept to have forms drawn up by the due date for a client of yours? Should you did, they should be ready when expected. Or else, your client may look elsewhere. Also, locations where have employees just amongst people the office and socializing tends to look unprofessional in nature.

So, you now know the consequences of letting an employee with poor time management slide, but what in the event you do?

It is important to bring deficiencies in time management to the attention of your employee or employees. Let them know that wasting time on the clock isn't acceptable, especially when there are other tasks or projects that they can could be working on. Clearly suggest that socializing is for break times only.

Next, don't let the same behavior continue. Workers who had been warned about wasting their time and the time of the company ought not have any excuse for this. Give one more final warning before evasive action. This action can include terminating your employee's position with the company.

Despite the fact that termination is definitely an option, you may have what you believe to get an otherwise good employee. If that is the case, you may want to opt for personal time management training. This can be done yourself or while using services of a third party. The truth is, if you have a large number of employees who seem to not know how to manage their time, you may want to opt for company wide training.

In the event you decide to host your own time management planning training seminar, as opposed to using outside help, make sure to share tips with your employees, outline the value of making good use of their time at the workplace, as well as the consequences of not the process. This leaves no room for exceptions and you should see a significant improvement in productivity within your workplace.

As a recap, a high level business owner or even just a workplace manager, it is important to make sure that your entire employees are working to the best of their capability. Your company and your own personal reputation might end up taking the fall for people that do not perform to the better of their ability.

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