

CSR The Importance of Time Management in the Workplace

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Abstract: *Time management plays a vital role in the workplace, helping employees stay focused, meet deadlines, and improve overall productivity. This paper examines the importance of managing time effectively and how it contributes to both individual and organizational success. It explores key strategies and best practices, emphasizing the role of managers in setting clear goals, providing the right tools, and creating a supportive environment. The study also considers how modern digital tools can aid in better time management. By adopting these practices, employees can reduce stress, work more efficiently, and help organizations achieve their objectives.*

Keywords: Time Management, Workplace Productivity, Employee Well-Being, Task Prioritization, Managerial Role, Digital Tools, Efficiency, Stress Reduction, Organizational Success, Best Practices