

## The Difficulty of Not Organizing Your Time at Work

Unfortunately, many employees do not know the many consequences that they may face if they do not perform their best at work. Even if you have been able to slide under the radar before socializing with coworkers or surfing the internet, your time of just messing around may soon come to an end. This is because more employers realize just how much money they are truly losing with workers who do not know how to handle their time. As for the difficulty of not properly controlling your time at work, you're less likely to stay focused and on task. If you do not understand the importance of controlling your time at work, you're more likely to get distracted, which may delay an imperative project or prevent you from meeting a deadline. This, in itself, can have a number of serious consequences. In a professional work place, you shouldn't miss a deadline unless you have a good reason for doing so. Another difficulty of not controlling your time is that you're likely to get unorganized easily. In fact, did you know that organization and time management go hand in hand? If you do not know how to properly handle your time, you likely rush to complete simple tasks, such as putting away imperative files. This will likely result in errors. However, when you later go to find those imperative files or documents, they may not be where you thought. This may result in you wasting time searching for them. Although you may not necessarily think about this difficulty, it is still imperative to take into consideration. That difficulty is setting a bad example. Many employees do not understand the ripple effect that most work places have. If other workers see that you're able to waste your time, either by socializing or playing computer games, they may try to do the same, especially if you're able to get away with this type of behavior. You may unintentionally endanger a whole office or business. Perhaps, the biggest difficulty of not knowing how to properly handle your time at the work place is putting your job at risk. As previously stated, many business owners are realizing just how much money they are losing on poor performing workers; therefore, many are starting to take action. You may receive a warning first, but there is a good chance that you will lose your job. After all, why should a business pay you to not work when there are hundreds of other men and women out there who would love to have your job? If the possibility of losing your job wasn't enough, it is imperative to take into consideration what can and will likely happen with your good name. If you're terminated from your job, chances are you will find it difficult to find employment in a similar position. This is most often the case if you had a good, well paying job, such as that of an office manager. Many high paying positions require recommendations and job references. If you get terminated from your position, these will be hard to come by. In fact, instead of not giving any comment at all, you may end up getting a bad recommendation! The above mentioned examples are just a few of the many ways that you may end up suffering from poor productivity at work. The good news, however, is that you may be surprised just how easy it is to change your ways. Whether you choose to create daily to do lists for yourself, use a computerized day planner, or learn to better prioritize your responsibilities, get started with doing so ASAP.

## About the Author

Nicky has more than 9 years experience in [call handling service](#) providers. Having worked within some of the largest companies in Great Britain and now gives his time and knowledge to helping new and start up companies.

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