

The case of the missing time



The Case of the Missing Time Chet Craig, Chet Craig Chet Craig was a

manager of the Norris Company™'s Central Plant. Norris Company had

nation-wide commercial business with three quality printing plants and

approximately 350 employees, specializing in quality color work.

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In the morning of the work day, Chet considered the open-end unit scheduling most urgent and important, so he broke down the objectives, procedures, and installation steps of the project. He also thought about the inventory analysis, the packing controls and new special-order form. Then he solved the stockroom foreman's trouble and an office manager's problem, supervised some pressmen's work and instruct a personnel director to review the vacation schedules and evaluation program. After a day's working, Chet was exhausted, but not satisfactory with his work.

As an executive, Chet was required to possess creative thinking which is a necessary value for a company and leads to concrete accomplishments.

However, Chet had no time to think, because his daily routine was already full of arrangements, and now he could not even complete the existing works sometimes. Therefore Chet felt guilty for he had done nothing creative and could not schedule his work efficiently. Looking for improvement measures for Chet's problem, the company needs to be restructured. Chet was in charge of too many trivial works some of which could have been completed by subordinates since he had planned intelligently.

As a result , Chet could manage his time better and bring more benefits to the enterprise. -w ;,?