

# Business management: personal planning and timing

[Business](#)



**ASSIGN  
BUSTER**

PERSONAL PLANNING Time analysis Activity Time spent doing it in a week

Working 49 Sleeping 38 Studying 35 Recreation 7 Family 4 Driving

14

Meals

10.5

Phone calls

10.5

From this analysis, I realized that I was spending so much on work and school compared to the time I was spending in recreation or even with my family. This is likely to affect my social relationship in the long run and I need to do something about it (Margerison, 2002). Although at the moment school and work are crucial, I need to create more time for strengthening my social network outside school/ work since this is important in ensuring I have a well rounded life.

My Work Strengths and Preferences

Having analysed my work patterns. I have arrived at the conclusion that I am an achiever as explained in the Maslow's theory of motivation. I never leave anything to chance and want all my successes to be attributed to my own efforts. As such, I work well in a team and still have some tasks whose successes are attached to my contribution (Connor & Pokora, 2007). The too much time spent working over a computer and studying has also made me think that a behind desk job is not what I would look for. Although I am not much of an outdoor person, I would prefer a job that blends both indoor and outdoor activities which I would find to be more fulfilling. I also realized that being an achiever, I like working in a stimulating dynamic environment that

keep on changing. As such, I am able to learn new things and achieve development in different areas (Fiore, 2004). I would hate to work in a traditional environment that follows strict procedures that do not change with time. Working with novel ideas gives me a thrill and the thirst to achieve success gives me a lot of motivation.

### My Next Professional Goal

My current professional goal is to get into a growing dynamic company preferably dealing with emerging businesses. I wish to work as administrative assistant so that I can learn all the issues relating to managing a contemporary business. This opportunity would also give me better insight in carrying out managerial tasks such as managing the human resources, carrying out market research and implementation of the findings from these research. I also wish to get knowledge on the best management practices that make organizations successful in the 21st century. I am hoping to get a promotion within the next three years of working as a departmental leader and this should give me more experience in the area of management. After serving in this position for maybe four years, I hope to have gathered enough managerial skills and competences to help me create my own small businesses. Working on this position I will have created enough capital for this move and learnt of other ways of gaining capital and identified the most lucrative area to invest in. My ultimate career goal which I wish to achieve in ten years to come is to be the CEO of my own company.

### References

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Margerison, C. J. (2002). Team leadership. London: Thomson.