TASK 2

DEVELOPING EFFECTIVE TIME MANAGEMENT PRACTICES IN DISTRIBUTED TEAMS

Your task is to develop effective time management practices for distributed teams in our company. Focus on identifying the challenges of time management in remote working and propose concrete solutions. You may consider introducing time monitoring tools, setting clear goals and deadlines, and promoting self-discipline and accountability.

Also include in your recommendations the importance of developing a work-life balance and methods for effective planning and prioritisation of tasks. Present a comprehensive action plan to help distributed teams manage their time effectively.