

Kazakh National Technical University named  
after K.I.Satpaev

# TIME MANAGEMENT

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## Time management

Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities.



Time management systems

Time management systems give employers insights into their workforce, allowing them to see, plan and manage employees' time.

# Time management in American



# Time management In Japanese



In American  
American belief  
that one should be  
productive, or at  
least active, as  
much as possible

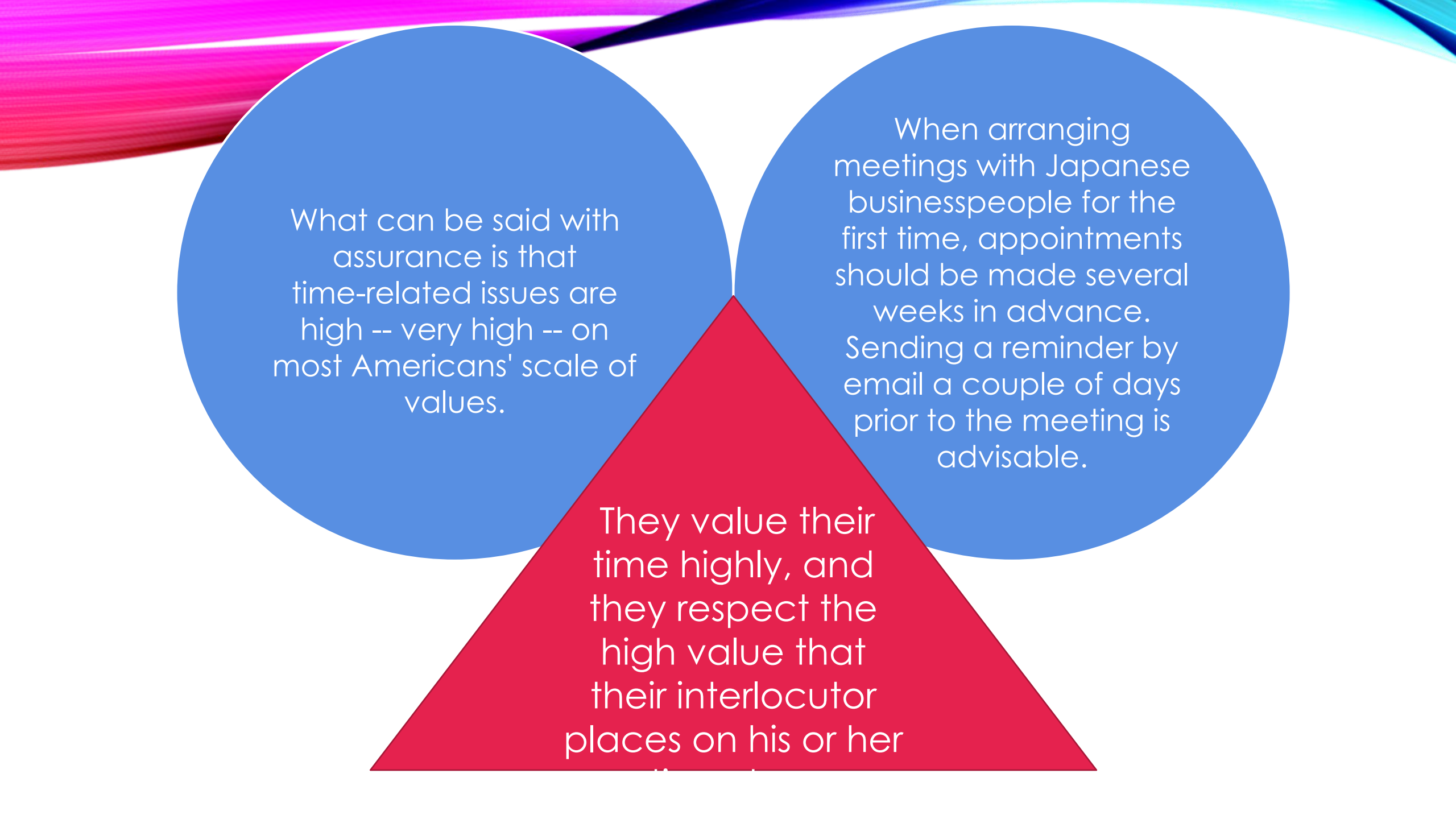
In Japan  
In Japan, being on  
time is considered  
polite. To avoid  
being late, it is a  
good idea to look  
up locations prior  
to a meeting.

They are trying to  
manage time  
properly

Time is  
money.  
Business  
before  
pleasure.

Don't put off  
until  
tomorrow  
what you can  
do today

Time for them  
the most  
important  
thing



What can be said with assurance is that time-related issues are high -- very high -- on most Americans' scale of values.

When arranging meetings with Japanese businesspeople for the first time, appointments should be made several weeks in advance. Sending a reminder by email a couple of days prior to the meeting is advisable.

They value their time highly, and they respect the high value that their interlocutor places on his or her







America is a land  
in which  
"everything is in  
constant motion  
and every  
change seems an  
improvement.

Japanese people  
tend to work very  
long hours; people  
often work much  
more than what is  
officially required

They are  
very  
hardworking



Time is treated in the U.S. as a commodity. Of course, one has a few close friends and family members with whom one can pass the time without undue attention to watch or clock. In the company of most other people, however, questions arise about the worthwhile use of one's time.



Japanese people tend to work very long hours; people often work much more than what is officially required. Depending on the industry and particular company, weekend work may be necessary. Stores and shops are open long hours as well, and usually open and close punctually.



# Conclusion

As you can see, an important part of dealing with people from other cultures with regards to making appointments, whether it is a casual dinner or a formal business meeting, is taking into account their cultures view on time.

# References

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