
Soft Skills: Self-Management and Time Management

Name: _____

Assignment Name: Time Management

Calculate how much it would cost a company if a worker is paid \$7.50 an hour, works five days a week, is scheduled for 8 hours daily, and comes in 15 minutes late each day.

1. How many minutes per week are wasted?

15 minutes x 5 days = _____ minutes wasted per week.

2. How many minutes per month are wasted?

_____ minutes per week x 4 weeks = _____ minutes wasted per month.

3. How many hours are wasted in one month?

_____ minutes per month / 60 minutes = _____ hours wasted per month.

4. How much money does the company lose each month in wasted time with that one worker?

_____ hours wasted per month x \$5.15 per hour = \$_____ lost per month.

5. How much money does the company lose in a year in wasted time with one worker?

\$_____ wasted per month x 12 months = \$_____ lost per year.

Note: 60 minutes = 1 hour

4 weeks = 1 month

12 months = 1 year

Employers trust their employees because they are dependable and hard working. But there are a small number of employees who are dishonest. The dishonest employees view the one time occurrence rather than the multiplier effect that can last over the year. Many businesses lose large sums of money from employees, and this can cause layoffs or prevent raises.

Directions: Read and solve each problem.

1. Mrs. Adams has extra-bright colored pencils for her students to use in the classroom. Sue Ann liked the pencils so much that she took one. Mrs. Adams pays 90 cents for a package of three. How much does one pencil cost? (a)_____ If six pencils were taken each month for seven months, how much money would Mrs. Adams be losing in pencils? (b)_____

2. Emily has a part-time summer job at a local ice cream shop. Mary, a friend, stops by three times a week to visit Emily. Each time she visits, Emily gives her an ice cream cone that costs \$2.50, free of charge. How much money is the store losing each week when Emily fails to charge for the three cones? (a)_____ How much money is the store losing with Emily during the 10-week summer job? (b)_____