

EFFECTIVENESS OF TIME MANAGEMENT TOOLS IN PROJECT MANAGEMENT AT A MICRO FINANCE COMPANY IN QUEZON CITY

ABSTRACT

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This study evaluates the effectiveness of time management tools in enhancing project management within a microfinance company located in Quezon City. Specifically, it focuses on three commonly used tools—Google Calendar, Microsoft Outlook, and Google Workspace—and explores their contributions to task prioritization, performance measurement, and team collaboration. The study aims to assess how the proper application of these tools can support project success and operational efficiency in a business setting. A quantitative descriptive research design is employed to examine the influence of time management tools on project management. A total of 124 respondents are selected using purposive sampling. Data are gathered through a structured survey questionnaire and analyzed using descriptive statistics, including percentage, frequency, weighted mean, ranking, and the Likert scale. Pearson r is also used to determine the correlation between time management tool usage and project performance indicators. The findings show that time management tools significantly enhance project management effectiveness by improving task prioritization, monitoring performance, and fostering collaboration among team members. Google Calendar is effective in managing schedules and timelines, while Microsoft Outlook facilitates task prioritization and professional communication. Google Workspace proves essential for real-time collaboration and document sharing. However, the study also reveals that without proper training, employees may misuse these tools, resulting in inefficiencies and missed deadlines. The study concludes that time management tools are crucial to the success of project management within the organization. Although tools like Google Calendar, Microsoft Outlook, and Google Workspace provide measurable benefits, their impact is maximized only when users are adequately trained. The researchers recommend that the microfinance company implement structured training programs to ensure the proper use of these tools. Enhancing awareness of tool features and promoting user proficiency are essential steps toward improving task prioritization, communication, and team collaboration in future projects.

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