

# Time Management

Manage your technicians' schedules effectively through simplified time allocation tools.



Time management is a perpetual pain point for enterprises seeking to improve their overall productivity. Managing a wide range of work orders for technicians and other support staff can become a challenge when there is limited visibility into direct and indirect labor.

Improper time allocation can cause significant disruption to operations. In fact, surveys have shown that only 13.1% of teams complete more than 70% of their planned tasks every week.<sup>1</sup> For managers, this can be due to a lack of proper internal support tools.



**The average employee spends 51% of every workday on low- to no-value tasks, the most common sources are unnecessary meetings and email correspondences.<sup>2</sup>**

TMA Systems' Time Management module is a valuable solution for managers looking to improve their teams' overall productivity. With this tool, they can easily schedule current and future work orders for their technicians and/or crews. Workloads can be viewed graphically as a Gantt chart, on a calendar, or as a list view— as per the manager's and/or team's needs.

The module allows enterprises to manage and easily allocate both direct and indirect labor time, including work time, sick time, or training time. Most importantly, work can be scheduled based on a variety of parameters— including priority, type of work, shift, shop, trade/craft, and the relevant cost center. These features all work in tandem to provide organizations with the means to effectively manage their teams with exceptional efficiency and ease.

## The Features



**Quickly view a technician's recorded time** using multiple criteria, including direct or indirect labor, date range, shift, or cost center



**Add charges** to a work order from the technician's time record



**Review** open work orders and schedule eligible technicians based on your criteria for the most efficient use of resources



**Visualize or schedule** work on a Gantt chart or calendar by technician



**See the backlog** of incomplete work orders by technician



**Review and change** assignments when technicians call in sick, take vacation time, or are called to different tasks because of priority changes



**Shift assignments** by a specific number of days, move to a specific day, reassign to another technician, or remove the assignment



**Batch-post** indirect labor time, like vacation or sick days, for multiple technicians at once

## The Benefits



Use an assortment of simplified visualization options to get a clear view of your organizations' workload



Increase the overall productivity of your teams



Gain better transparency into time spent on specific tasks



Simplify the time allocation process based on a wide range of enterprise needs

**Discover how WebTMA can transform your organization.**

Email us at  
[sales@tmasystems.com](mailto:sales@tmasystems.com)

Visit us at  
[www.tmasystems.com](http://www.tmasystems.com)

## References

<sup>1</sup>Task Management Trends Report <https://reclaim.ai/blog/task-management-trends-report>

<sup>2</sup>22 Time Management Statistics (2022) <https://www.zippia.com/advice/time-management-statistics/>

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