

## ABSTRACT

The purpose of this project is to study the factors influencing time management such as goal setting, priorities clarification, work and time planning, procrastination, interruption, stress, personal organization, communication and delegation.

We distributed and collected information through 257 sets of questionnaires. Our target group was people who work in offices that are located in Bangkok. The questionnaire applied in this project has been developed and tested by the chi-square method. We also tested the relationship between demographic information (such as sex, age, education, types of jobs, marital status and position) and time mastery levels by crosstabulation.

After studying this project, we identified factors influencing time management and time mastery levels of respondents. This information can be applied to evaluate and improve the time management of individuals and teams. People and company management can enhance time usage effectively and efficiently and hence increase productivity of the organization.