

Chapter 4	Scheduling and Business Trip	/
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1. Scheduling

Scheduling is a means and a tool to facilitate smooth business operations by creating an action plan and timeline for implementation. It also helps you to cooperate with others more easily by clarifying your actions and time commitments. As human memory is fallible, planning your actions enables easier management. Some people may not want to make such careful preparations, but scheduling is a roadmap for achieving an objective or a goal, and a way to improve performance by visualizing when and who will do what.

You can also make your daily life more efficient by eliminating ‘unreasonableness’, ‘waste’ and ‘inconsistency’ in time management.

2. Types of Schedule

- ① Annual Schedule
- ② Monthly Schedule
- ③ Weekly Schedule
- ④ Daily Schedule

♪ work ♪

Q1 : Why do you think various types of schedule are necessary?

Q2 : What points do you think are important when creating a schedule?

3. Creating a daily schedule



- 8:30 Coming to work
- 9:30~10:00 Meeting
- 10:00~ Preparing a quotation for Setsunan Company
- 11:00~12:00 Director of Taiyo Company, Mr. Yamada making a visit, Guest Room 1
- 15:00~16:00 Meeting with Director of Yamaichi Company, Mr. Yamashita, at Ginza
- 18:00~ Dinner with Director Tanaka

▼Daily Schedule

Date: / /		Notes
8:00		
9:00		
10:00		
11:00		
12:00		
13:00		
14:00		
15:00		
16:00		
17:00		
18:00		
19:00		
20:00		

MEMO

♪ work ♪

Q3 : Why is a Note column necessary?

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Q4 : With whom should you share your schedule?

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4. Business Trip Management and YTT method

Business trips comprise long-term, short-term, domestic and overseas trips.

Let's think about what kind of plans and preparations are necessary to make your business trip smooth and efficient.

Consider this by using the **YTT (Yesterday, Today, and Tomorrow) method**. This method is a necessary process to complete your business operation without unfinished issues. When applying this method to a business trip, YTT represents 'before the trip', 'during the trip' and 'after the trip'.

▼Let's consider how to apply the YTT method.

1: What should you do before the trip?

2: What should you do during the trip?

3: What should you do after the trip?



There may be various events to deal with in your daily life. You need to visualize the time schedule to ensure those events are a success.

A series of actions were considered according to the YTT method, such as how to prepare for the interview (Y), how you face the interview (T), and how you reflect on the interview (T). Necessary issues may differ depending on the individual, but it is important to predict various scenes and identify necessary matters to achieve the best outcome possible at the interview.

[illegible]

【Post-learning Task】

Reflect on the creation of your time schedule, and write about it (more than 400 characters).

<How to write>

1. Use a PC. Submit a Word document.
2. Formatting: 40 letters×30 lines
3. Font: MS Mincho, 10.5 point

MS Gothic, etc. can be used if necessary.

4. Margin setting: Normal
5. Number of characters: 350 to 400

*In business scenarios, when explaining the current situation or summarizing your talk orally, you should complete it in about one minute. If you put it into writing, about 400 characters should be sufficient.

If the number of characters is specified:

- ① Don't exceed that number.
- ② Write more than 80 percent of the specified number (in this case, more than 350 characters).

6. Others:

Read over what you have written to avoid typos and omissions.

If there is anything you don't understand, confirm definitions and meanings by consulting a dictionary, etc.

You will not obtain points if you appear to have deviated from ethical practices such as copying and pasting text from other literature, or copying a friend's work.

*Focus on creating an excellent and well-organized document.



【Pre-learning Task】

- ◆ Fill out the Honorific Sheet ①.



【問題1】 基本形を覚えましょう

原 形	尊 敬 語		謙 讓 語	
	～れる、られる	お（ご）～になる	～させていただく	お（ご）～する
行く				
来る				
言う				
聞く				
見る				
する				
食べる				
知る				

【問題2】 目上の方に対しての会話と想定し、敬語を使って書き直してみましょう。

- 1) あなたはだれですか。
- 2) 何の用事ですか。
- 3) うちの会社のだれに会いたいのですか。
- 4) ちょっと待ってもらえますか。
- 5) 明日来てください。
- 6) このことは知っていますか。
- 7) 手間を取らせます。
- 8) 昼は何を食べに行きますか。
- 9) 相談があるんですが、聞いてくれますか。
- 10) あの人を見たことがありますか。

(石井他.1998『ビジネス実務ワーク』)