

Application of Essential PIM software in managing work schedules at the Internal Affairs Department of Cho Moi District, Bac Kan Province

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Abstract: This topic aims to analyze and propose solutions for using the personal information management (PIM) software Essential PIM to optimize work schedule management at the Internal Affairs Office of Cho Moi District. Through theoretical research on time management and practical application of the software, the topic seeks to provide solutions to enhance management efficiency. Expected results will bring significant improvements to work processes, reduce workload, and increase employee flexibility.

Keywords: Time management, PIM software, Essential PIM, Work schedule management, Improve efficiency