

Unit Title: Time Management
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJC317
Ofqual Unit Code: D/506/0760

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how he/she spends his/her time.	1.1	Record the number of hours he/she spends over a three-day period on the following activities: (a) sleeping (b) eating (c) working (d) studying (e) socialising.
		1.2	Give two examples of activities for each of the following uses of time: (a) productive time (b) maintenance time (c) leisure time.
2.	Understand time management skills.	2.1	Outline what is meant by time management.
		2.2	Identify how he/she uses time management skills for his/her use of time for two priorities in his/her daily life.
3.	Know how to use time management as a way of reducing stress.	3.1	Give two examples of physical symptoms of stress.
		3.2	Give two examples of emotional reactions to stress.
		3.3	Give two examples of ways people suffering from stress might behave.
		3.4	Identify how time management can help reduce stress.
		3.5	Outline a plan of his/her time that will avoid hectic and potentially stressful schedules.

Assessment Guidance:

NA

Additional Information:

NA