

Unit Title: Time Management
Unit Level: Level 2
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJF253
Ofqual Unit Code: M/504/6328

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know what constitutes effective time management.	1.1	Describe the characteristics of effective time management.
2.	Understand why it is important to manage their time in the workplace.	2.1	Explain the benefits of effective time management to <ul style="list-style-type: none"> • the individual • colleagues • the business.
3.	Demonstrate time-management skills during the working day.	3.1	Plan work <ul style="list-style-type: none"> • according to priority • taking into account length of time needed to complete tasks • in order to meet deadlines • including appropriate breaks.
		3.2	Carry out tasks in accordance with plan.
4.	Be able to assess how well they are managing their time.	4.1	Evaluate how well they are managing their time at work.
		4.2	Identify areas for improvement.

Assessment Guidance:

Portfolio of Evidence

Additional Information:

NA
