



## **TIME MANAGEMENT**

### Skills Programme

(SAQA US ID: 14342– NQF level 2, 5 credits)

#### **INTRODUCTION**

Good time management allows you to accomplish more in a shorter period of time, which leads to more free time, which lets you take advantage of learning opportunities, lowers your stress, and helps you focus, which leads to more career success. Each benefit of time management improves another aspect of your life.

#### **COURSE OBJECTIVES**

- Creating, maintaining and using a task list to follow up and assist in completing tasks.
- Receiving and capturing diary information on line, or process it manually.
- Scheduling time to complete tasks according to specific deadlines and reporting incomplete activities timeously.
- Planning and following a work schedule.

## **COURSE OUTLINE**

### **Create, use and maintain a task list**

- The value of using and maintaining a task list is known and understood in terms of a specific work context.
- Steps or stages are identified in a familiar set of tasks.
- Information and documentation required are recorded on the task list and flagged for further action.
- Additional information received is captured on line or processed manually.
- Completed tasks are reported to the appropriate authority and checked off the task list.
- An action plan is drafted to ensure that outstanding requirements are completed timeously.

### **Use and maintain a diary**

- The purpose of keeping a personal diary and an organisational diary system are known in the context of a self-management tool
- Relevant information is recorded in the diary/system and updated regularly.
- Diary entries are used to create an action plan.

### **Prioritise tasks**

- Tasks are identified in order to create a task list
- Tasks are sorted and prioritised according to type and required deadlines.
- Time needed to complete tasks is scheduled to allow for specified deadlines.

### **Plan and follow a work schedule**

- Regular daily, weekly and monthly activities are named, and recorded on a work schedule
- A roster is drawn up to ensure that all the activities can be completed timeously.
- Internal clients are informed of the aspects of the work schedule that affect them.
- The schedule is followed and adjusted when necessary to allow for unexpected interruptions.