

<b>Title:</b>	Time Management and Effective Working in a Business Environment
<b>Level:</b>	Level 1
<b>Credit value:</b>	3
<b>GLH:</b>	27
<b>Unique Reference Number:</b>	A/652/0536
<b>Sector Subject Area:</b>	14.1 Foundations for Learning and Life
<b>Aim:</b>	The aim of this unit is to develop the learner's knowledge and skills in managing time and working effectively in a business environment. Learners will develop the ability to organise tasks, meet workplace expectations and work in a structured and efficient way.
<b>Assessment Type:</b>	Assessment of this unit will be through an internally set and internally assessed portfolio of evidence.
<b>Assessment Guidance:</b>	<p>Assessment decisions for skills-based learning outcomes must be made during the learner's normal work activity. Direct observation should form a primary source of evidence and be supported, where appropriate, by discussion, annotated screenshots or photographs, saved documents, or witness statements.</p> <p>Skills-based assessment must be carried out over an appropriate period of time to ensure consistency and independence of performance.</p> <p>Evidence must confirm that the learner can plan and organise work, manage time effectively and complete tasks in a business environment.</p>

## Learning outcomes

*The learner will:*

1. Understand the importance of time management in a business environment.

### Delivery content:

The aim of this learning outcome is to develop the learner's understanding of how time management supports effective working.

The learner must demonstrate that they can:

- 1.1 Identify the **importance of managing time** effectively.
- 1.2 Identify **ways to manage time** in a business environment.
- 1.3 Recognise the **impact of poor time management**.

2. Be able to plan and organise work tasks.

**Delivery content:**

The aim of this learning outcome is to develop the learner's skills in planning and organising work tasks.

The learner must demonstrate that they can:

- 2.1 **Plan tasks** to meet work requirements.
- 2.2 **Organise tasks in a logical order.**
- 2.3 **Use simple methods to manage time** and tasks.

3. Be able to work effectively in a business environment.

**Delivery content:**

The aim of this learning outcome is to develop the learner's skills in working effectively in a workplace.

The learner must demonstrate that they can:

- 3.1 **Complete tasks within agreed timescales.**
- 3.2 **Follow instructions and workplace expectations.**
- 3.3 Work in a consistent and **organised manner.**

4. Be able to review own work and time management.

**Delivery content:**

The aim of this learning outcome is to develop the learner's skills in reviewing their work and identifying improvements.

The learner must demonstrate that they can:

- 4.1 **Review own time management.**
- 4.2 **Identify strengths and areas for improvement.**
- 4.3 **Suggest improvements** to support effective working.

<b>Scope of Training</b> The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.	
<b>Requirements</b>	
<b>Importance of managing time:</b>	<b>Definition:</b> The value of using time effectively to complete work tasks.  <b>Teaching must include:</b> <ul style="list-style-type: none"> <li>• Meeting deadlines.</li> <li>• Completing tasks efficiently.</li> <li>• Supporting productivity.</li> </ul> <b>Teaching could include:</b> <ul style="list-style-type: none"> <li>• Impact on team performance.</li> <li>• Meeting workplace expectations.</li> </ul>
<b>Ways to manage time:</b>	<b>Definition:</b> Methods used to organise and control time.  <b>Teaching must include:</b> <ul style="list-style-type: none"> <li>• Prioritising tasks.</li> <li>• Planning work.</li> <li>• Using simple tools (lists, schedules).</li> </ul> <b>Teaching could include:</b> <ul style="list-style-type: none"> <li>• Setting targets.</li> <li>• Using reminders.</li> <li>• Organising workload.</li> </ul>
<b>Impact of poor time management:</b>	<b>Definition:</b> The effects of not managing time effectively.  <b>Teaching must include:</b> <ul style="list-style-type: none"> <li>• Missed deadlines.</li> <li>• Incomplete tasks.</li> <li>• Reduced productivity.</li> </ul> <b>Teaching could include:</b> <ul style="list-style-type: none"> <li>• Impact on colleagues.</li> <li>• Impact on business performance.</li> </ul>

<p><b>Plan tasks:</b></p>	<p><b>Definition:</b> Preparing tasks in advance to meet requirements.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Planning tasks.</li> <li>• Identifying what needs to be done.</li> <li>• Preparing for work activities.</li> </ul> <p><b>Teaching could include:</b></p> <ul style="list-style-type: none"> <li>• Setting priorities.</li> <li>• Breaking tasks into steps.</li> </ul>
<p><b>Organise tasks in a logical order:</b></p>	<p><b>Definition:</b> Arranging tasks in a sensible order.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Sequencing tasks.</li> <li>• Organising workload.</li> <li>• Completing tasks in order.</li> </ul> <p><b>Teaching could include:</b></p> <ul style="list-style-type: none"> <li>• Prioritising urgent tasks.</li> <li>• Managing multiple tasks.</li> </ul>
<p><b>Use simple methods to manage time:</b></p>	<p><b>Definition:</b> Using tools or techniques to manage time effectively.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Using lists or schedules.</li> <li>• Tracking tasks.</li> <li>• Managing workload.</li> </ul> <p><b>Teaching could include:</b></p> <ul style="list-style-type: none"> <li>• Digital tools.</li> <li>• Simple planning systems.</li> </ul>
<p><b>Complete tasks within agreed timescales:</b></p>	<p><b>Definition:</b> Finishing work within agreed deadlines.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Meeting deadlines.</li> <li>• Completing tasks on time.</li> <li>• Managing time effectively.</li> </ul> <p><b>Teaching could include:</b></p>

	<ul style="list-style-type: none"> <li>• Adjusting work pace.</li> <li>• Managing workload.</li> </ul>
<b>Follow instructions and workplace expectations:</b>	<p><b>Definition:</b> Working in line with workplace guidance.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Following instructions.</li> <li>• Meeting workplace expectations..</li> <li>• Working within guidelines.</li> </ul> <p><b>Teaching could include:</b></p> <ul style="list-style-type: none"> <li>• Asking for clarification.</li> <li>• Following procedures.</li> </ul>
<b>Organised manner:</b>	<p><b>Definition:</b> Working in a structured and efficient way.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Organising work tasks.</li> <li>• Maintaining structure.</li> <li>• Working efficiently.</li> </ul> <p><b>Teaching could include:</b></p> <ul style="list-style-type: none"> <li>• Keeping workspace organised.</li> <li>• Managing workflow.</li> </ul>
<b>Review own time management:</b>	<p><b>Definition:</b> Reflecting on how time has been managed.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Reviewing completed tasks.</li> <li>• Assessing time use.</li> <li>• Reflecting on performance.</li> </ul> <p><b>Teaching could include:</b></p> <ul style="list-style-type: none"> <li>• Reviewing deadlines.</li> <li>• Comparing planned vs actual work.</li> </ul>
<b>Identify strengths and areas for improvement:</b>	<p><b>Definition:</b> Recognising what works well and what needs improvement.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Identifying strengths.</li> <li>• Recognising areas for improvement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding performance.</li> </ul> <p><b>Teaching could include:</b></p> <ul style="list-style-type: none"> <li>• Reflecting on task completion.</li> <li>• Identifying challenges.</li> </ul>
<p><b>Suggest improvements:</b></p>	<p><b>Definition:</b> Recommending ways to improve time management.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Suggesting realistic improvements.</li> <li>• Improving work organisation.</li> <li>• Improving time use.</li> </ul> <p><b>Teaching could include:</b></p> <ul style="list-style-type: none"> <li>• Trying new methods.</li> <li>• Adjusting planning approaches.</li> </ul>