Title:	Developing Time Management Skills
Level:	Entry Level 3
Credit value:	2
GLH	20
Unique Reference Number:	K/650/0795
Aim:	To support learners in the development of their time management skills.
Assessment	An NOCN assessment booklet has been produced which may be used to evidence all learning outcomes.

Learning outcomes
The learner will:

1. Understand the importance of time management.

Delivery content:

The aim of this learning outcome is to introduce learners to the concept of time management and give them an understanding of why it is important to use time effectively.

The learner must:

- give a **definition** of 'time management'.
- identify why it is **important** to manage their time.
- identify what **tools** they could use to help with their time management.

2. Be able to manage their time.

Delivery content:

The aim of this learning outcome is to enable learners to practise their time management skills.

The learner must:

- identify a task that needs to be completed by an agreed date.
- estimate how long the task will take.
- use a tool to help them manage their time.
- complete the task by the agreed date.
- identify how well they managed their time and how they can **improve** their time management.

Scope of Training/Assessment

What would you expect the learner to be able to do or not to do?
The learner is expected to look up a definition of time management and share it with other learners. Learners can then discuss the meaning of different definitions and why it is important to manage their own time. Learners could give examples of what has happened in the past when they, or others they know, have managed time poorly. The tutor should introduce learners to the tools they can use to manage their time more effectively e.g., a to do list, timetable, calendar.
The expectation is that learners, with some support from the tutor, will use a tool such as a list of things to do or timetable to complete a task by an agreed date. The learner must estimate how long they think the task will take. The task may be completed individually or in a team. The learner(s) must discuss with their tutor how well they managed their time and how they could improve their time management in future.

Assessment:

The Assessment Workbook is available from NOCN. Alternatively, centres may submit their own evidence.

Requirements	
Definition	• The process of planning how to divide up own time to complete activities or tasks.
Importance of time management	• Following a 'to do' list or timetable helps them to achieve their goals. • They can see that they are making progress – things are ticked off the list or timetable. • Helps them to focus. • Able to achieve personal goals. • Effects of poor time management such as, tasks are completed at the last minute; can cause them anxiety or stress; they may make mistakes.
Tools	• Timetable • Diary • Paper/Computer/App Calendar • To do list - what they will need to do to achieve the task • Phone reminders • Appointments on Outlook.
Tasks could include:	• Cook a one course lunch. • Plan a shopping trip/day out • Go on a hike. • Create a blog about their week. • Volunteer at a fundraising event. • Plant a vegetable garden. • Design a handmade greeting card. • Walk their neighbours' dogs. • Any task that has several parts to it.

Improvements could include:	• Get more difficult things done when they are most alert in the day. • Have a daily 'to do' list. • Keep a time log of how they spend their time during a week to find out where their time is potentially being wasted. • If avoiding the task, they should figure out why and ask for help to move forward • Turn off their phone so that they are not distracted by messages/friends.

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