

<b>Unit Title</b>	<b>Time Management</b>
<b>Ofqual unit reference number (code)</b>	<b>J/505/5276</b>
<b>Organisation Reference</b>	<b>TM3</b>
<b>Unit Level</b>	<b>Three</b>
<b>Unit Sub Level</b>	<b>None</b>
<b>Unit Credit Value</b>	<b>2</b>
<b>GLH</b>	<b>14</b>
<b>Sector Subject Areas</b>	<b>14.1 Foundations for Learning and Life</b>
<b>Unit Grading Structure</b>	<b>Pass</b>
<b>Availability</b>	<b>Shared</b>
<b>Restricted Organisations</b>	<b>N/A</b>
<b>Assessment Guidance</b>	<b>N/A</b>

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand good time management and how to promote it.	1.1. Analyse the benefits of good time management and practices which may lead to poor time management. 1.2. Evaluate techniques and tools which may promote good time management. 1.3. Recommend techniques and tools which enable supervisors to monitor their team's use of time.
2. Be able to use techniques and tools to plan own use of time.	2.1. Evaluate how own use of time could be improved. 2.2. Prioritise and plan own activities for a specified week. 2.3. Implement own time management plan.
3. Know how to improve own time management.	3.1. Review the implementation of own time management plan. 3.2. Produce an action plan to identify how own time management can be improved.

<b>Equivalences</b>	<b>N/A</b>
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