



**Australian Government**

# **Assessment Requirements for BSBSMB414 Time management for small business**

**Release: 1**

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## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

## Performance Evidence

Evidence of the ability to:

- establish a representative pattern of current time usage over a minimum period of seven days that identifies key tasks, regular and irregular activities, distractions and time wasters
- demonstrate a systematic approach to improving time management that incorporates:
  - prioritisation of work tasks and responsibilities linked to business goals
  - personal responsibilities and productive times
  - selection of personal organisation tools or technology to plan scheduling of tasks
  - flexibility to accommodate one-off or irregular activities
- reflect on personal performance after new strategies are in place for a minimum period of two weeks and identify effectiveness of time management.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline at least three processes or methods of prioritising tasks and the relative benefits of each
- explain how technology can be used for time management
- describe actions that can assist with work-life balance
- outline common distractions and time wasters for small business owners.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- time management tools and resources
- relevant workplace documentation and resources
- case studies or, where possible, real situations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion volumes are available from the IBSA website -  
[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=13](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=13)