



Australian Government

BSBWOR424 Develop a time management plan

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to develop and implement an integrated time management plan to assist individuals in achieving their business goals and objectives, applying digital technologies where relevant.

It applies to individuals who are required to set their own time schedules for their work. Individuals in this role set priorities and allocate responsibilities for business tasks and functions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Set personal time priorities	1.1 Set personal business goals/objectives 1.2 Identify personal and business accountabilities, listing both recurring tasks, and upcoming one-off tasks 1.3 Select a preferred process/method for prioritising tasks that are aligned to business goals 1.4 Identify any tasks or functions that can be delegated or outsourced 1.5 Plot the remaining tasks on a scale of importance
	2.1 Research methods for logging time spent by task, including new

ELEMENT	PERFORMANCE CRITERIA
2. Collect information on current time usage	<p>and emerging digital applications</p> <p>2.2 Use time-logging method to track time spent on daily activities, over a period of seven days</p> <p>2.3 Assemble data, grouping similar activities and calculating the amount of time spent on each type of activity</p> <p>2.4 Analyse the amount of time spent of activities of low-importance, compared with activities of high-importance</p> <p>2.5 Review data and identify opportunities to reallocate time to tasks of higher importance, to increase overall effectiveness</p>
3. Implement time management strategies	<p>3.1 Schedule tasks according to level of importance and aligned with personal productive times</p> <p>3.2 Employ digital technology solutions where possible to streamline or automate processes</p> <p>3.3 Select and use tools that help plan time management and schedule tasks, including new and digital technologies</p> <p>3.4 Incorporate blocks of time for personal tasks and responsibilities to assist with work-life balance</p> <p>3.5 Set boundaries and communicate personal time to others, working out compromise solutions where necessary</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> Assesses own records to identify and analyse time usage
Writing	<ul style="list-style-type: none"> Builds records that accurately reflect time usage and personal priorities to allow for accurate assessment Creates schedules that reflect priorities and enable effective time management
Oral Communication	<ul style="list-style-type: none"> Presents new approach in a positive manner, seeking understanding from others Participates in discussions using listening and questioning to elicit the support of others
Numeracy	<ul style="list-style-type: none"> Uses basic numeracy skills to calculate time spent on a range of activities, then creates new schedules aligned to priorities

	<ul style="list-style-type: none"> Measures and monitors progress on an ongoing basis
Interact with others	<ul style="list-style-type: none"> Selects and uses appropriate conventions and protocols when communicating with others
Get the work done	<ul style="list-style-type: none"> Evaluates records to identify opportunities for improvement Uses systematic processes to define highest priorities, and activities that can be dropped or delegated Plans and organises activities and time to focus on priorities and maximise personal effectiveness Uses technology and tools to improve and automate time management

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWOR424 Develop a time management plan	BSBSMB414 Time management for small business	Updates to title, elements, performance criteria and assessment requirements	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>