



Australian Government

BSBWOR424 Develop a time management plan

Release: 1

BSBWOR424 Develop a time management plan

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

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	Assesses own records to identify and analyse time usage
Writing	- 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	- 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	Uses basic numeracy skills to calculate time spent on a range of activities, then creates new schedules aligned to priorities

	Measures and monitors progress on an ongoing basis
Interact with others	Selects and uses appropriate conventions and protocols when communicating with others
Get the work done	- 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>

Assessment Requirements for BSBWOR424 Develop a time management plan

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Performance Evidence

Evidence of the ability to:

- establish a representative pattern of current time usage over a specified period, applicable to business context, that identifies high-priority 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 that most align to business goals
 - personal responsibilities and productive times
 - selection of personal organisation tools or digital technology to plan scheduling of tasks
 - flexibility to accommodate one-off or irregular activities
 - employing digital technologies to streamline or automate existing tasks
- reflect on personal performance after new strategies are in place for a minimum period as relevant to business contexts 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

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key features of at least three processes or technologies for prioritising tasks and the relative benefits of each
- Key features or a range of technology solutions that can be used for time management
- Key features of common distractions and time wasters for small business owners.
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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

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