

Prioritise time and work for self and team

242811

Purpose of this Unit Standard

This Unit Standard enables learners to manage time and prioritise tasks in a work environment. This Unit Standard is intended for junior managers of organisations.

Learners credited with this unit standard are able to:

- Creating, implementing and maintaining a personal and team task list.
- Using and maintaining a diary.
- Prioritising personal and team tasks.
- Implementing and maintaining a task list.

Learning Assumed To Be In Place And Recognition Of Prior Learning

Learners should be competent in Communication and Mathematical Literacy at NQF Level 3.

Outcomes

SO1: Create a task list.

SO2: Prioritise personal and team tasks.

SO3: Use and maintain a diary.

SO4: Implement and maintain personal and team task list.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
242811	4	5	Prioritise time and work for self and team

Duration: 2-days

Content

Module 1

Creating A Task List

- Purpose of Task list Or To-Do-List
- Compiling A Task List
- Recording Information into A Task List

Module 2

Prioritisation Of Personal And Team Tasks

- Time Management Grid
- Steps For Prioritising Tasks

Module 3

Using And Maintaining A Diary

- Purpose of A Time Diary
- Steps in Creating A Daily Diary
- Record Information in A Diary in A Systematic Manner
- Taking Actions According to Diary Entries

Module 4

Implementing And Maintaining Personal And Team Task List

- Assigning Tasks to Team Members
- Informing Stakeholders of Tasks That Affect Them
- Amendment of A Task list
- Monitoring Execution of Tasks
- Reporting Completed Tasks