

Time management

Organisation

- Extract numbers and information from lists and charts and other workplace instructions or documentation
- Set clear personal targets and deadlines, e.g. by drawing a timeline or using a planner to achieve workplace requirements
- Monitor personal timetable against workplace requirements
- Estimate time for tasks and decide on order
- Keep track of changes using a personal system to code progress

Making best use of time

- Identify priority tasks and identify actions needed for completion
- Plan to carry out tasks in an efficient order, e.g. ordering supplies in advance
- Use a task list to tick off tasks as they are completed
- Adjust plans if a task takes longer than required, and inform someone of the impact of this

Personal timetable

- Recognise a personal 'feel for time' so it is possible to estimate how long a job will take, e.g. 'that will take me 45 minutes'
- Use different ways to plan, e.g. estimation (a couple of hours) or exact timing (1 minute and 20 seconds)
- Use available technologies to meet pre-arranged dates, e.g. alarms on personal organiser, alerts on electronic calendar, mobile phone prompts

Working with time

- Use daily time formats including the 12 hour (e.g. 6am & 6pm) or 24 hour systems (e.g. 06.00 and 18.00)
- Use digital or analogue clocks to time processes or events accurately
- Develop accurate calculating skills for time when working with hours (24 in one day) and minutes (60 in one hour)
- Consider all the formats for writing dates, i.e. date, month, year
- Note: calculators can introduce 'errors' when working with time (time does not use base 10)

Reading and recording information

- Monitor personnel, vehicles and goods to check they are following agreed schedules such as timetables
- Keep records of time allocated and used on tasks, jobs
- Use timesheets, electronic records or other workplace documents to record work times and absence
- Set timers and monitor timings to comply with health and safety and other organisational requirements