

CFASAD111 - SQA Unit Code H55A 04

Plan and manage own workload



Overview

Prioritise and plan your work and manage your time effectively to meet objectives and deadlines.

Links: Self Administration

Specific skills:

1. communicating
2. interpersonal skills
3. managing resources
4. managing time
5. negotiating
6. recording
7. organising
8. planning
9. problem solving
10. using technology

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Performance criteria

You must be able to:

- P1 prioritise work according to its importance and urgency
- P2 plan work in line with objectives and deadlines
- P3 prioritise your time in line with your work plan
- P4 make sure all necessary resources are available
- P5 allocate estimated time-frames to each activity
- P6 keep appropriate records to monitor your work and make them available to others
- P7 liaise with and update others contributing to the work
- P8 adapt work plans to reflect changes in priorities
- P9 review and reflect on the outcomes of your plans and identify learning points to improve future work planning activities

Knowledge and understanding

You need to know and understand:

- K1 how to prioritise your workload and plan pieces of work according to their urgency and importance
- K2 how to identify when meetings are necessary and when other options are more appropriate
- K3 the purpose and benefits of planning your work load
- K4 the purpose and value of managing own time and commitments effectively
- K5 methods of time and diary
- K6 how to identify the resources available to you
- K7 how to select resources that are needed for your work
- K8 the purpose and value of working according to time-frames
- K9 the purpose and benefits of keeping records of your work and making these available to others
- K10 the purpose of keeping others updated with the progress of your
- K11 the purpose and value of being flexible and adapting work plans to reflect change
- K12 how to accommodate changes in your plans and renegotiate deadlines where necessary

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Relevant occupations Agriculture, Horticulture and Animal Care; Business, Administration and Law; Information and Communication Technology; Arts, Media and Publishing; Health, Public Services and Care; Medicine and Dentistry; Nursing and Subjects and Vocations Allie; Health and Social Care; Public Services; Child Development and Well Being; Agriculture; Horticulture and forestry; Animal care and veterinary science; Environmental conservation; ICT for practitioners; ICT for users; Science and mathematics; Science; Mathematics and statistics; Engineering and manufacturing technologies; Engineering; Manufacturing technologies; Transportation operations and maintenance; Construction; Architecture; Building and construction; Urban, rural and regional planning; Retail and commercial enterprise; Retailing and wholesaling; Warehouse and distribution; Service enterprises; Hospitality and catering; Leisure, travel and tourism; Sport, leisure and recreation; Travel and tourism; Performing Arts; Crafts, creative arts and design; Media and communication; Publishing and information services; History, philosophy and theology; History; Archaeology and archaeological sciences; Philosophy; Theology and religious studies; Social sciences; Geography; Sociology and social policy; Politics; Economics; Anthropology; Language, literature and culture; Languages, literature and culture of the; Other languages, literature and culture; Linguistics; Education and training; Teaching and lecturing; Direct learning support; Preparation for life and work; Foundations for learning and life; Preparation for work; Accounting and finance; Administration; Business management; Marketing and sales; Law and legal services; Paralegal; Arts Administrator; Research Officer; Researcher; Research and Intelligence Officer; Communications Officer;

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Economic Development Officer

Suite

Self Administration NOS; Providing Legal Services; Community Arts; Local Government Skills

Key words

communicating, interpersonal skills, manage resources, managing time, negotiation, organisation, planning, problem solving, recording, using technology, objectives, deadlines, records, prioritise, work plans, liaise, meetings, identification, importance; Legal Services; Community Arts; Participatory Arts; Arts Administration; Project planning; Marketing