

## Apply time management concepts and methods in business situations

**Level** 4

**Credits** 3

**Purpose** People credited with this standard are able to evaluate current use of time and plan for improvements, and apply techniques and measures to improve use of time in business situations.

**Subfield** Business Operations and Development

**Domain** Systems and Resources Management

**Status** Registered

**Status date** 18 December 2006

**Date version published** 18 December 2006

**Planned review date** 31 December 2011

**Entry information** Open.

**Accreditation** Evaluation of documentation and visit by NZQA and industry.

**Standard setting body (SSB)** NZQA Business and Management

**Accreditation and Moderation Action Plan (AMAP) reference** 0113

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

---

### Special notes

- 1 This unit standard is for people who need, or seek to improve personal and business performance through, the effective use of time management concepts and techniques.
- 2 Glossary  
*Organisation* refers to a specific business entity which may be profit or non-profit; in private, public, or voluntary sectors; a business unit, iwi, or other special purpose body.
- 3 This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace.

---

## Elements and performance criteria

### Element 1

Evaluate current use of time and plan for improvements.

#### Performance criteria

- 1.1 Evaluation uses measurement techniques to examine effectiveness of current use of personal and work time.
- Range at least two measurement techniques, which may include but are not limited to – time log, activity sampling, Pareto 80/20 diagram, diary analysis;  
degree of effectiveness includes – considerations as to importance, urgency, payoff, highly productive and less productive time.
- 1.2 Calculation of money value, based on the results of the time measurement technique used, demonstrates the economic value of time as a resource.
- Range money value of time includes but is not limited to – direct remuneration costs per hour, total remuneration costs per hour (including overheads), charge out rates per hour (including profit margin).
- 1.3 Analysis of the use of time identifies opportunities for improvement, and enables the setting of goals to increase productive time.
- Range analysis may include but is not limited to – incremental improvement, realistic timeframes, anticipation of deadlines, organisational constraints, unforeseen crises and contingencies, suitable methods of measurement for goal achievement, progress checkpoints.
- 1.4 Goal setting is prioritised according to urgency, importance, and strategic value to the organisation.
- Range prioritisation may include but is not limited to – consideration of contemporary aids, such as the Time Management Matrix, Pareto 80/20 diagram.
- 1.5 Written goals and plans maintain focus on improvement and personal control over time and work demands.

## Element 2

Apply techniques and measures to improve use of time in business situations.

### Performance criteria

- 2.1 Application includes techniques for setting priorities, deadlines and schedules.
- Range techniques may include but are not limited to – consideration of biological clocks, stress reduction, managing work/life balance, organising shift work.
- 2.2 Application includes measures for minimising unproductive time and personal overload.
- Range apply at least three techniques, which may include but are not limited to – delegation, contingency planning, managing meeting times.
- 2.3 Techniques and measures used are evaluated in terms of their effectiveness and for informing any further actions needed to improve use of time.

---

### Please note

Providers must be accredited by the Qualifications Authority, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

---

### Comments on this unit standard

Please contact the NZQA National Qualifications Services [ngs@nzqa.govt.nz](mailto:ngs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.