|  |  |  |  |
| --- | --- | --- | --- |
| Title | **Demonstrate knowledge of time management** | | |
| Level | **2** | **Credits** | **3** |

|  |  |
| --- | --- |
| Purpose | People credited with this unit standard are able to demonstrate knowledge of time management. |

|  |  |
| --- | --- |
| Classification | Core Generic > Self-Management |

|  |  |
| --- | --- |
| Available grade | Achieved |

**Guidance Information**

1 Definition

A *method of time management* is a theory, model, or accepted practice to provide people with a process to organise time.

**Outcomes and performance criteria**

**Outcome 1**

Demonstrate knowledge of time management.

**Performance criteria**

1.1 The purposes and advantages of time management are described.

Range short-term, mid- to long-term.

1.2 Methods of time management are described for effective time management.

1.3 Use of electronic and/or manual tools is described to manage own time.

1.4 Own time management priorities and methods are described.

Range urgency, importance, diversions.

|  |  |
| --- | --- |
| Replacement information | This unit standard replaced unit standard 503. |

|  |  |
| --- | --- |
| Planned review date | 31 December 2027 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 24 March 1998 | 31 December 2014 |
| Revision | 2 | 12 September 2002 | 31 December 2014 |
| Review | 3 | 16 July 2010 | 31 December 2015 |
| Review | 4 | 17 July 2014 | 31 December 2019 |
| Rollover and Revision | 5 | 18 June 2015 | 31 December 2019 |
| Review | 6 | 25 January 2018 | N/A |
| Review | 7 |  | N/A |

|  |  |
| --- | --- |
| Consent and Moderation Requirements (CMR) reference | 0113 |

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

**Comments on this unit standard**

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