

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.
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Classification	Core Generic > Self-Management
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Available grade	Achieved
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Guidance Information

Definition

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

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 are identified and described for effective time management.
- 1.3 Use of appropriate electronic and/or manual tools is described to manage own time.
- 1.4 Own time management priorities and methods are described.
Range urgent, non-urgent, important, not important, diversions/distractions.

Replacement information	This unit standard replaced unit standard 503.
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Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions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

Consent and Moderation Requirements (CMR) reference	0113
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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 if you wish to suggest changes to the content of this unit standard.