Title	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.

Classification	Business Operations and Development > People Development and Coordination

Available grade	Achieved

Guidance Information

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   Definition
       Organisation refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.

3   This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace.

Outcomes and performance criteria

Outcome 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.

Outcome 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.

Planned review date	31 December 2025

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 August 1999	31 December 2015
Review	2	18 December 2006	31 December 2015
Review	3	17 November 2011	31 December 2019
Rollover	4	18 June 2015	31 December 2019
Review	5	25 January 2018	31 December 2019
Reinstatement and Review	6	31 May 2018	N/A
Rollover and Revision	7	27 April 2023	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 Ringa Hora Services Workforce Development Council
qualifications@ringahora.nz if you wish to suggest changes to the content of this unit
standard.