

SAS / D111: Plan and manage your own workload

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

Links: Self Administration

Specific skills:

- Communicating
- Negotiating
- Recording
- Interpersonal skills
- Organising
- Using technology
- Managing resources
- Planning
- Managing time
- Problem solving

Performance Indicators

1. Prioritise work according to its importance and urgency
2. Plan work in line with objectives and deadlines
3. Prioritise your time in line with your work plan
4. Make sure all necessary resources are available
5. Allocate estimated time-frames to each activity
6. Keep appropriate records to monitor your work and make them available to others
7. Liaise with and update others contributing to the work
8. Adapt work plans to reflect changes in priorities
9. Review and reflect on the outcomes of your plans and identify learning points to improve future work planning activities

Knowledge & Understanding

- A. How to prioritise your workload and plan pieces of work according to their urgency and importance
- B. How to identify when meetings are necessary and when other options are more appropriate
- C. The purpose and benefits of planning your workload
- D. The purpose and value of managing own time and commitments effectively
- E. Methods of time and diary management
- F. How to identify the resources available to you
- G. How to select resources that are needed for your work
- H. The purpose and value of working according to time-frames
- I. The purpose and benefits of keeping records of your work and making these available to others
- J. The purpose of keeping others updated with the progress of your work
- K. The purpose and value of being flexible and adapting work plans to reflect change
- L. How to accommodate changes in your plans and renegotiate deadlines where necessary