

WORK-BASED ASSIGNMENT: M3.04 TIME MANAGEMENT PLAN

Centre Number	Centre Name
Candidate Registration No	Candidate Name
<p><u>Time Management Plan - Work-based Assignment</u></p> <p>Develop a Time Management Plan by setting SMART objectives for your own workload, listing them in order of priority and plan their achievement, with appropriate, timescales for their achievement. Plan the achievement of the objectives using an established time management technique. Identify any factors that could stop you achieving any <u>one</u> of your objectives and briefly explain how you will monitor the achievement of any <u>one</u> of the objectives.</p> <p>Assessment Criteria</p> <ul style="list-style-type: none"> • SMART objectives set for own workload and listed in order of priority with established time scales for their achievement • The achievement of objectives is planned using an established time management technique • Constraining or limiting factors that could hinder the achievement of any one of these objectives is identified • The monitoring techniques for an objective is explained <p>The 'nominal' word count for this assignment is 800 words: the suggested range is between 600 and 1200 words.</p> <p>Check your assignment carefully prior to submission using the assessment criteria.</p>	
Assessment Criteria	
<ul style="list-style-type: none"> • SMART objectives set for own workload and listed in order of priority with established time scales for their achievement <p><i>(min 15 marks required from 30 available)</i></p>	
<ul style="list-style-type: none"> • The achievement of objectives is planned using an established time management technique <p><i>(min 15 marks required from 30 available)</i></p>	
<ul style="list-style-type: none"> • Constraining or limiting factors that could hinder the achievement of any one of these objectives is identified <p><i>(min 15 marks required from 30 available)</i></p>	
<ul style="list-style-type: none"> • The monitoring techniques for an objective is explained <p><i>(min 5 marks required from 10 available)</i></p>	
By submitting I confirm that this assessment is my own work	

MARK SHEET: M3.04: WORK-BASED ASSIGNMENT

Centre Number		Centre Name		
Candidate Registration No		Candidate Named below confirms authenticity of submission NAME:		
Criteria	WBA Strengths	WBA Weaknesses	Assr mark	QA mark
<ul style="list-style-type: none"> SMART objectives set for own workload and listed in order of priority with established time scales for their achievement 			/ 30 marks (min 15)	
<ul style="list-style-type: none"> The achievement of objectives is planned using an established time management technique 			/ 30 marks (min 15)	
<ul style="list-style-type: none"> Constraining or limiting factors that could hinder the achievement of any one of these objectives is identified 			/ 30 marks (min 15)	
<ul style="list-style-type: none"> The monitoring techniques for an objective is explained 			/ 10 marks (min 5)	
(Internal) Assessor's Decision		Quality Assurance Use		
Total Marks	Outcome (circle as applicable)	Total Marks	Outcome (circle as applicable)	
Total 50+ overall, AND minimum in each section	PASS FAIL	Total 50+ overall, AND minimum in each section	PASS FAIL	
Section fail if applicable:		Date of QA check:		
Name of Assessor		Name of QA		
Assessor Signature		QA Signature		