



# ASSESSMENT **WORKBOOK**

*Managing Your Time*

*F/615/2261*

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SFEDI Enterprises Ltd t/a SFEDI Awards  
19 Victoria Road  
Darlington  
DL1 5SF  
[www.sfedigroup.com](http://www.sfedigroup.com)

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# Introduction

This workbook has been developed so that you are able to collect and present evidence that demonstrates your knowledge and skills in relation to managing your time effectively.

There are different sections that make up this workbook in order to make sure you are able to complete all of the tasks necessary but you will be provided with support as you move along by your Assessor.

Further learning materials and support is available through your studying membership of the Institute of Enterprise and Entrepreneurs. If you haven't yet received your login please speak to your Assessor who will be happy to sort this out for you.

This unit contains two learning outcomes and will support you to be able to:

- Understand and demonstrate how time can be managed
- Understand how to access support when experiencing time management problems

The evidence within this workbook will be assessed by,

**Assessor Name:**

and will be quality assured by,

**Internal Quality Assurer Name:**

Your Assessor will support you to plan how best to demonstrate your knowledge and skills which may be through the completion of the activities within this workbook or may include additional tasks best suited to you.

If any additional tasks are to be completed these will be listed in the table below with target dates for which you should try your best to complete each task listed.

| <b>Task</b>  | <b>Target Date</b> | <b>Re-planned Target Date</b> |
|--|--------------------|-------------------------------|
| Completion of the activities included within this workbook |                    |                               |
|  |                    |                               |
|  |                    |                               |
|  |                    |                               |
|  |                    |                               |
|  |                    |                               |

By signing below you agree to completing the work as detailed above and working with your Assessor to achieve this by the deadlines indicated.

**Learner Name:**

**Signature:**

**Date:**

**Assessor Name:**

**Signature:**

**Date:**

# Activities

## Activity 1

Using the box below, identify **two examples** of how you could manage your time effectively

**Example 1**

**Example 2**

Using the box below, identify **two reasons** why being punctual is so important

**Reason 1**

**Reason 2**

Using the box below, identify **two consequences** of not being punctual

**Consequence 1**

**Consequence 2**

## Activity 2

Reviewing how you use and manage your time on a daily basis is not something most people see as a priority but it can really help you with self-improvement and, ultimately, how you come across to others.

Using the box below, review your own time management, you could look at how you organise your time for appointments and interviews or completing tasks. Try and identify weaker areas of time management and how you could improve.

### **How good is your time management?**

*Be honest with your answer and, if you can, try to use an example to illustrate your description*

### **What areas could you improve in your time management?**

*Try to think of at least two areas you could improve and how you could improve on them*

### Activity 3

Quite often we only have a certain length of time to complete an activity due to other commitments and it's important to develop the skills necessary to meet these timescales.

Using the boxes below identify a task that you need to complete and the steps you need to take to carry it out on time.

#### Description of task

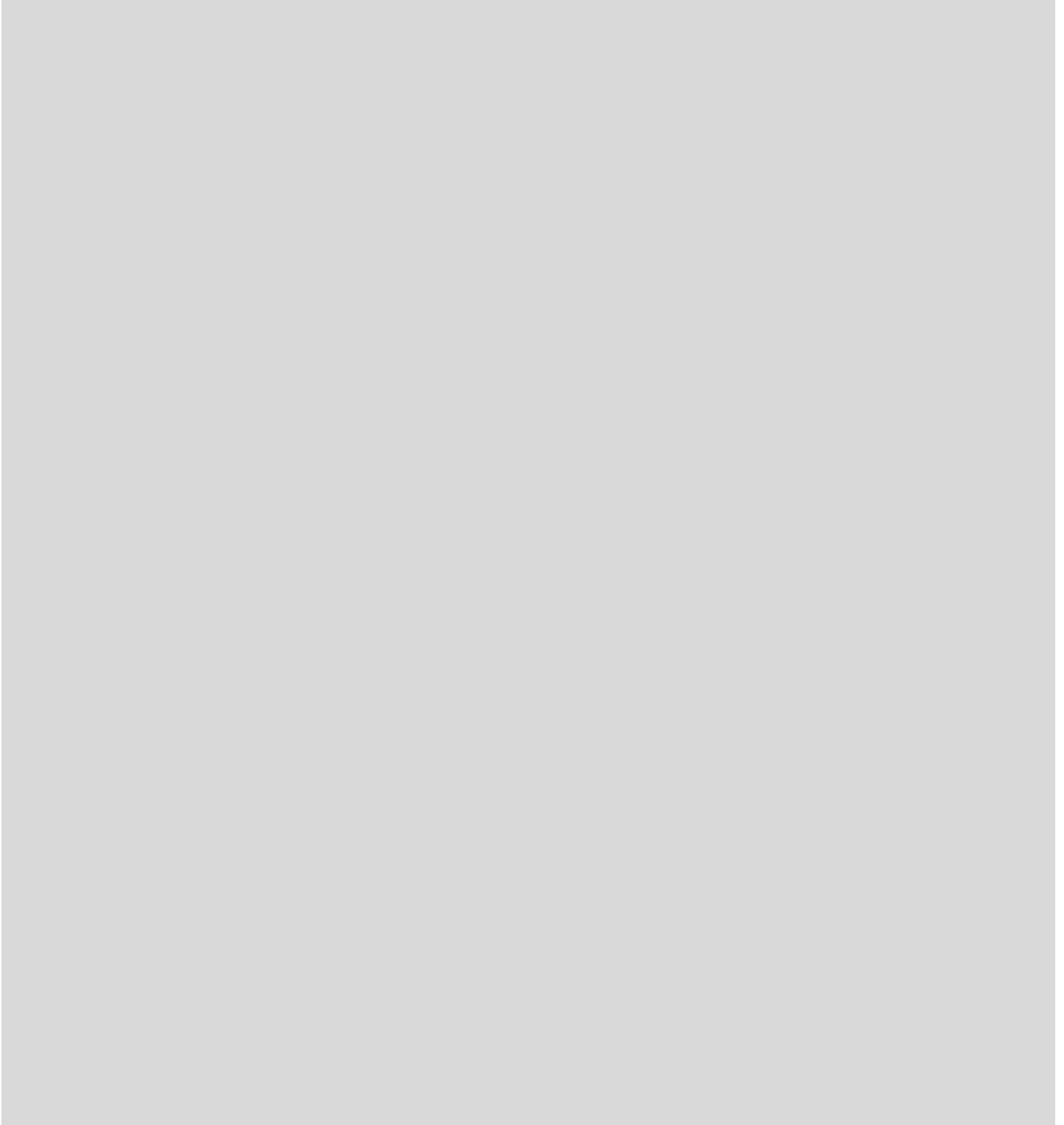




| Step | Description of the steps you need to take to complete the task |
|------|--|
| 1    |  |
| 2    |  |
| 3    |  |
| 4    |  |
| 5    |  |

Using the box below, explain:

- whether you completed the task or not
- if you **didn't** complete the task, why didn't you and what could you have done differently to ensure you had completed it on time
- if you **did** complete the task, what could you have done differently next time to have done so more efficiently



## Activity 4

Even with the best time management skills, sometimes problems arise when you are not expecting them, disrupting your best laid plans.

There are a number of support mechanisms that can be used when running into difficulties with time management.

In the table below, describe two different challenges that could disrupt the timely completion of an activity and identify where you could access help and support to overcome them.

| Challenge | Support Available to Overcome the Challenge |
|-----------|---|
|           |   |
|           |   |

# Activity Mapping

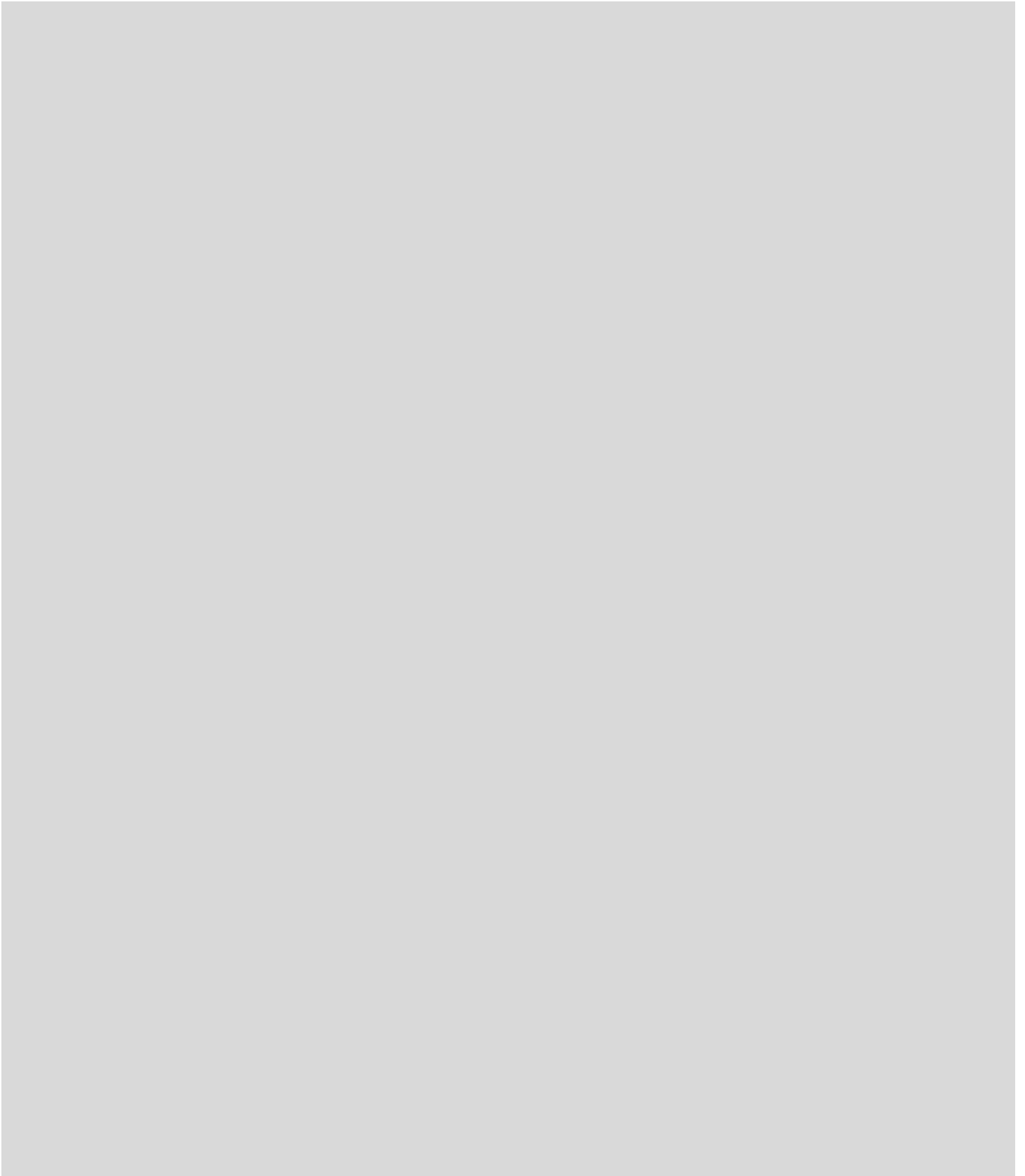
Now you have completed the activities to demonstrate your knowledge and skills it is time for your Assessor to map your work against the standards listed below.

By doing this they will be making sure that the work you have provided by completing the activities meets the requirements for you to gain your certificate.

Your Assessor will provide you with feedback on how you have done and whether any more work may be required.

| <b>Assessment Criterion - The learner can:</b>   | <b>Activity Number or Reference Number of Additional Activities:</b> | <b>Assessor Signed Off ( / ):</b> |
|--|--|-----------------------------------|
| Provide two examples of how time can be managed  | 1  |                                   |
| Provide two examples of why punctuality is important, identifying the consequences of not being punctual     | 1  |                                   |
| Review own time management and identify areas where it could improve   | 2  |                                   |
| Plan and carry out an activity within the planned time scale   | 3  |                                   |
| Describe two different time related problems that can lead to the disruption of completing activities timely | 4  |                                   |
| Identify where to access support when running into difficulties with time management                         | 4  |                                   |

# Assessor Feedback



# Authenticity Declarations

## Learner Declaration

By signing this declaration you agree that the evidence provided within this workbook has been produced by you and meets the requirements of being authentic, sufficient, valid and current to the standards required.

**Learner Signature:**

**Date:**

## Assessor Declaration

By signing this declaration you agree that you have assessed all of the evidence produced within this workbook and have ensured that the work is that of the learner. You are also declaring that during the learning process you have ensured that the evidence is authentic, sufficient, valid and current to the standards required.

**Assessor Signature:**

**Date:**

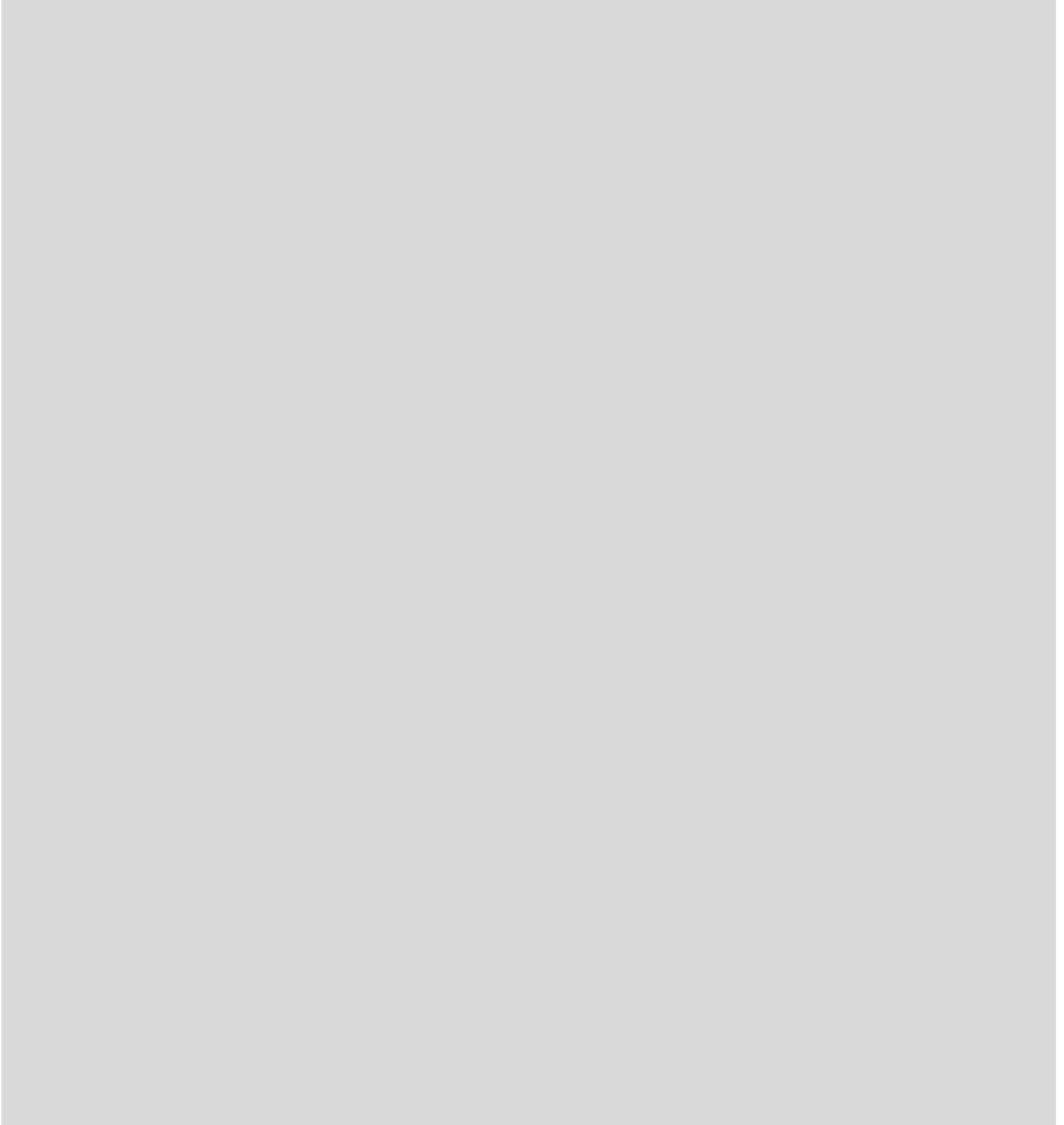
**IQA Signature (if applicable):**

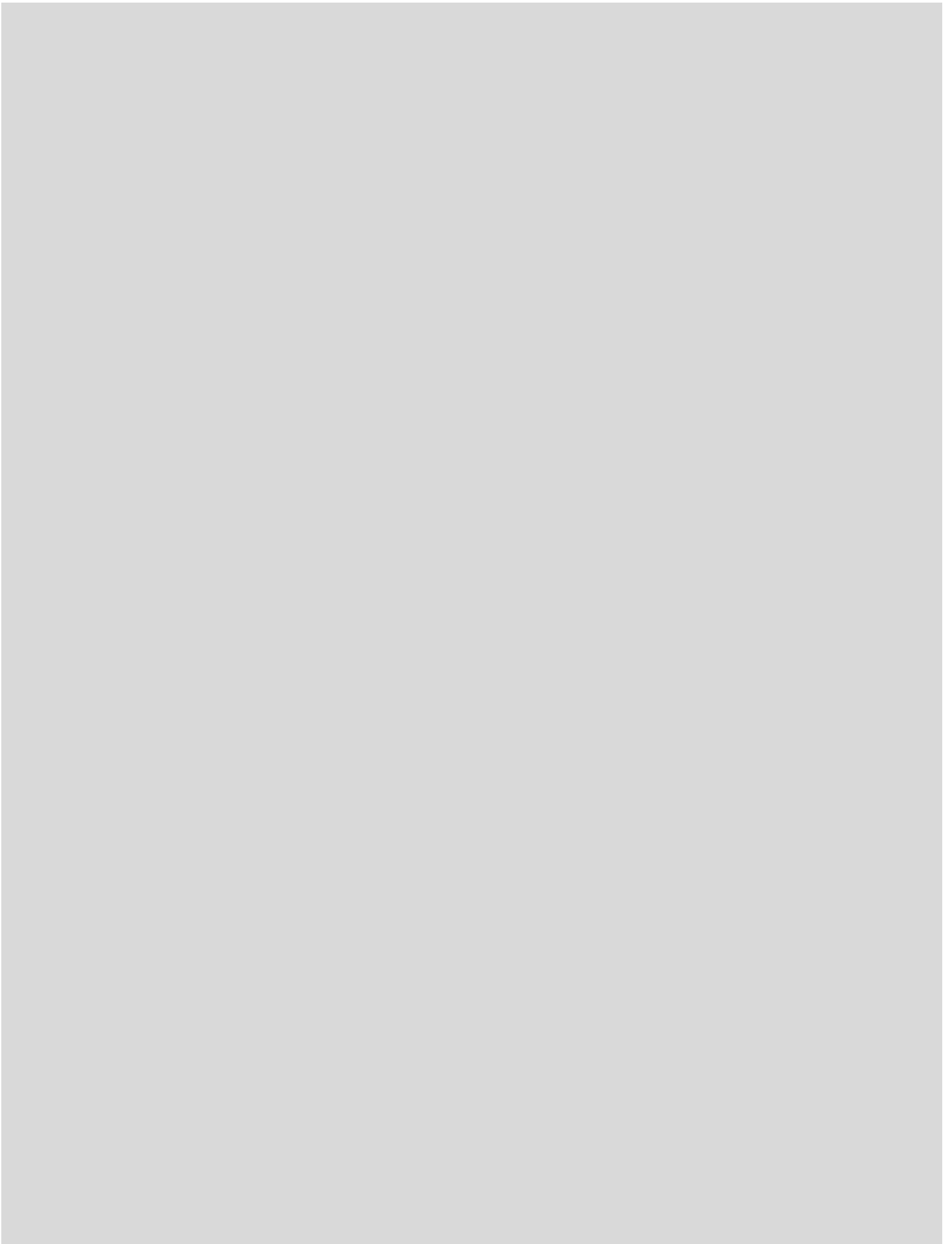
**Date:**

# Additional Evidence Forms

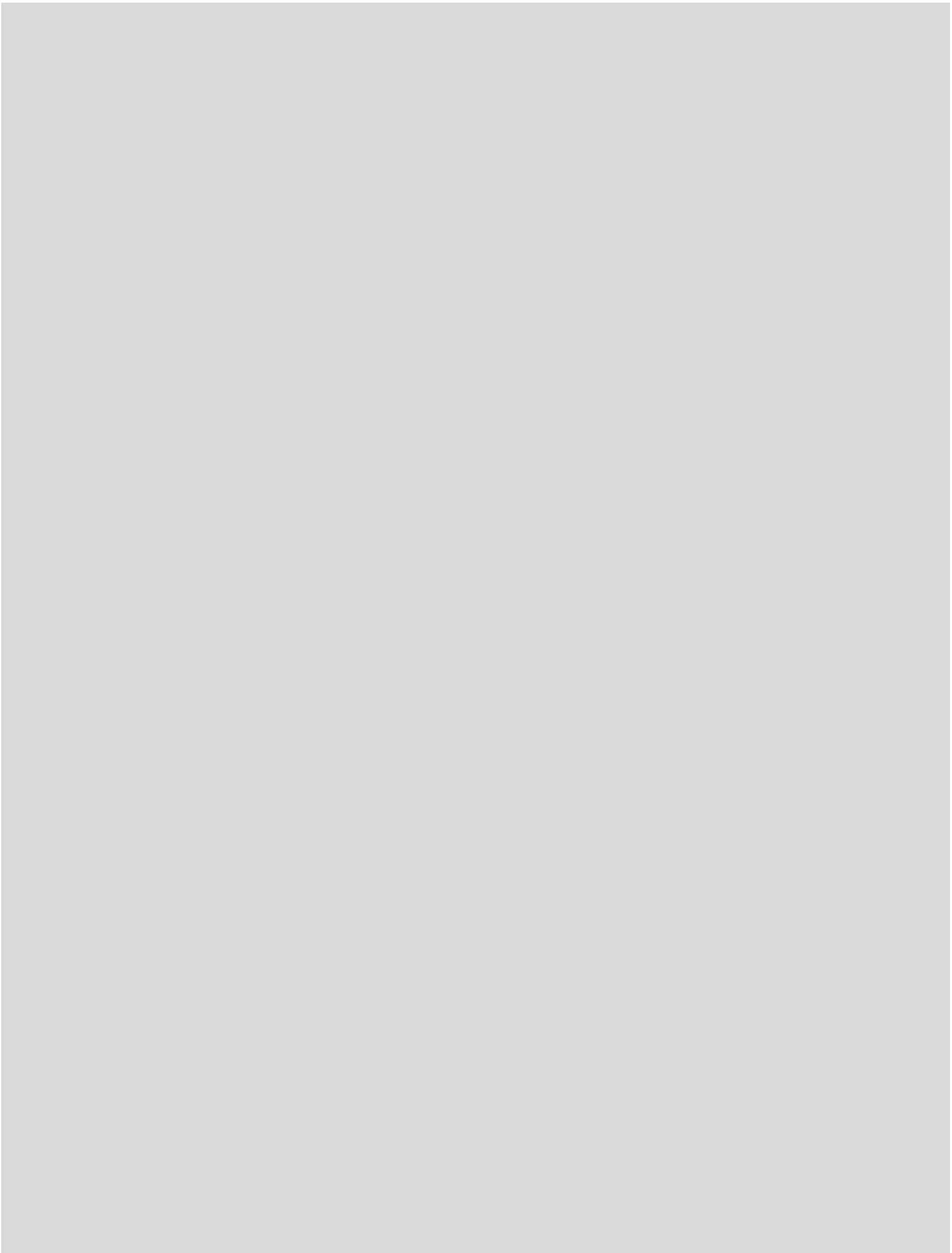
Use these additional forms in order to record additional evidence for the activities within this workbook where additional space is required.

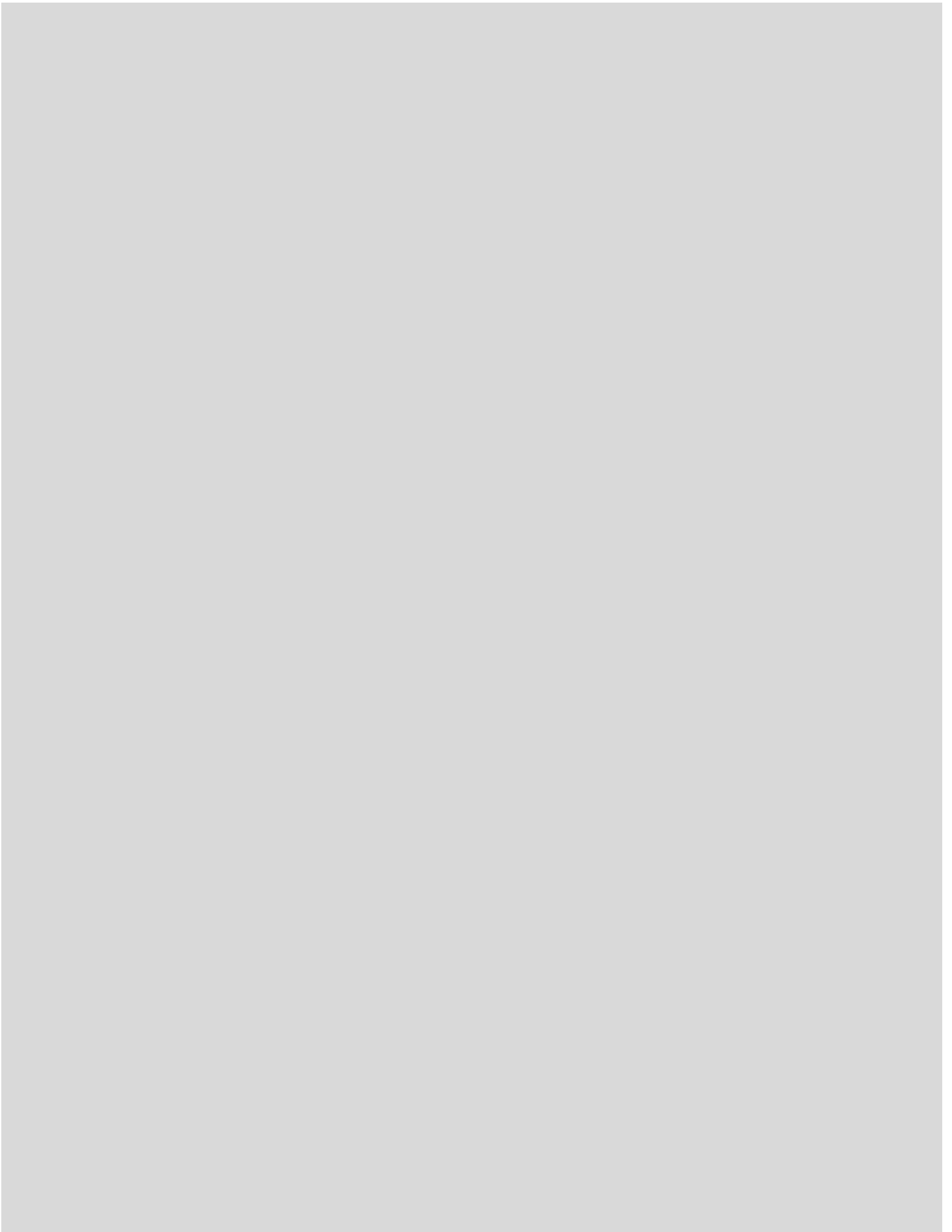
Ensure that each piece of evidence entered on these forms is clearly labelled with the corresponding activity number.

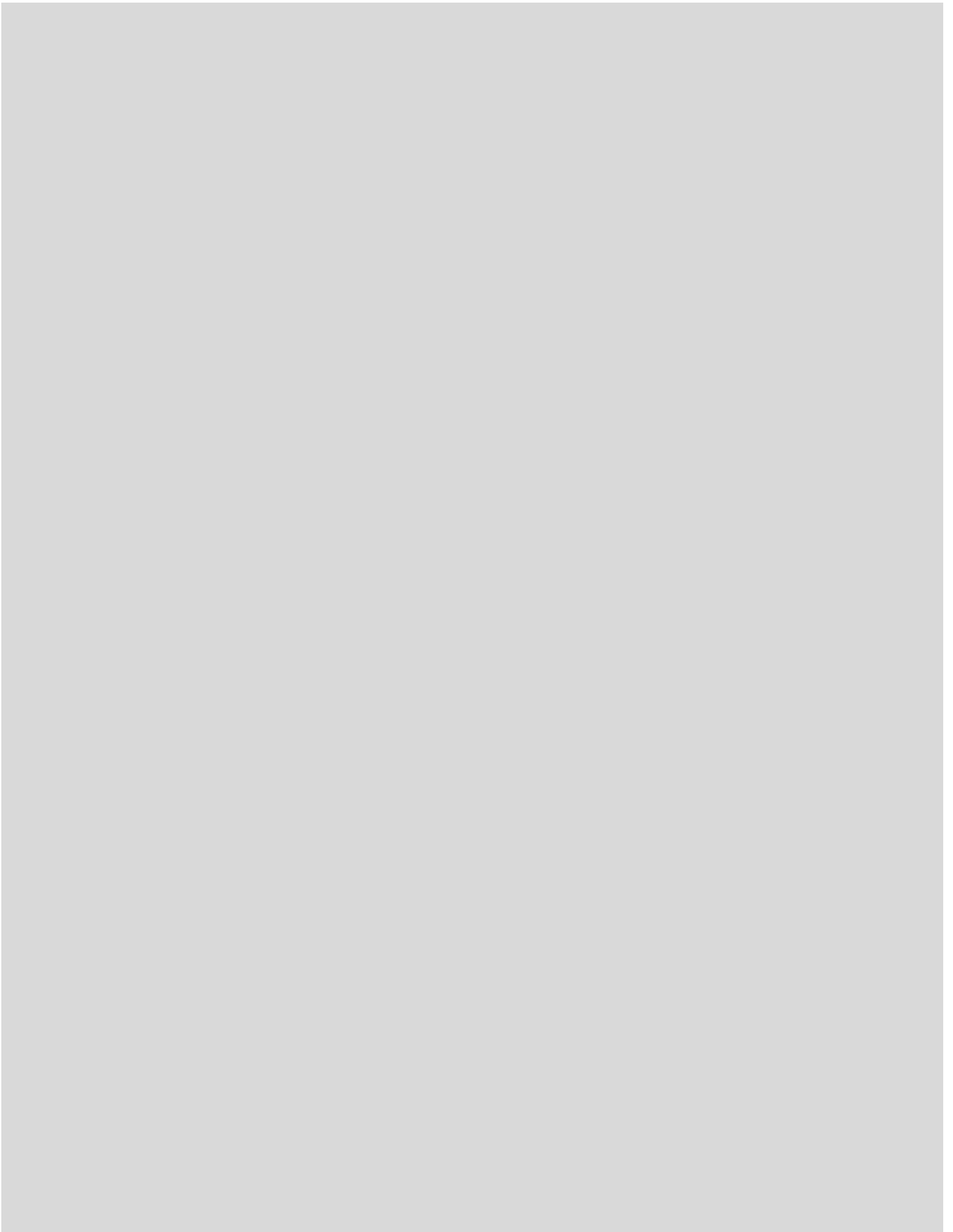


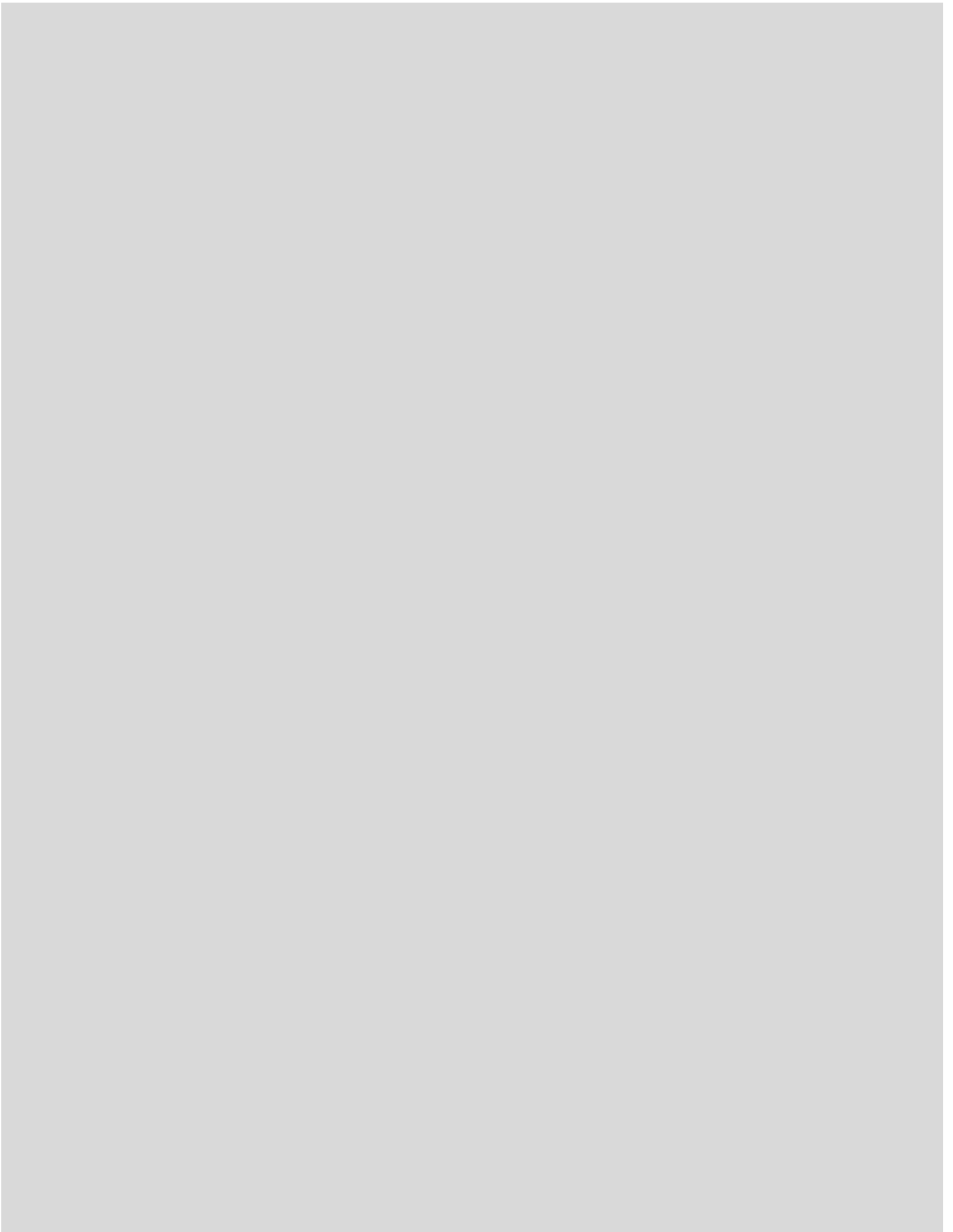












SFEDI Awards  
19 Victoria Road  
Darlington  
DL1 5SF

[customerservices@sfediawards.com](mailto:customerservices@sfediawards.com)  
0845 224 5928  
@sfediawards