Open Awards Qualification Unit

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Time Management Skills
Unit Reference Number:	M/503/9301
Level:	Level 1
Credit Value:	3
Minimum GLH:	27

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how they spends their time	1.1 Record the number of hours they spends over a three day period on the following activities. a) Sleeping b) Eating c) Working d) Studying e) Socialising.
	1.2 Give two examples of activities for each of the following uses of time: a) Productive time b) Maintenance time c) Leisure time.
	1.3 Indicate if they use time effectively
2. Know about time management	2.1 Outline what is meant by time management
	2.2 Identify how they use time management skills for their use of time for two priorities in their daily life
3. Know how to use time management as a way of reducing stress	3.1 Give two examples of physical symptoms of stress
	3.2 Give two examples of emotional reactions to stress

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	3.3	Give two examples of ways people suffering with stress might behave
	3.4	Identify how time management can help reduce stress
	3.5	Outline a plan of their time that will avoid hectic and potentially stressful schedules, or the sense of time dragging

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