

Open Awards Qualification Unit



This unit forms part of a regulated qualification. Click [here](#) to view qualifications.

1

UNIT DETAILS

Unit Title:	Time Management
Unit Reference Number:	T/617/6444
Level:	Level 2
Credit Value:	2
Minimum GLH:	16

2

Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the importance of effective time management in relation to own personal learning programme	1.1 Describe the importance of effective time management in relation to own personal learning programme, including: a) Impact on study b) Impact on well-being
2. Know about time management	2.1 Describe what is meant by time management 2.2 Explore a range of time management skills or tools 2.3 Reflect on how they use time management skills or tools to support own effective time management
3. Know how to use time management as a way of reducing stress	3.1 Identify examples of symptoms of stress including: a) Physical b) Emotional c) Behavioural 3.2 Describe how time management can help reduce stress