

## 300 - Foundation Skills & Business Literacy

### 305 - Time Management

*Recognizing priorities and allocating time among various responsibilities.*

#### Behaviors

- ▶ Schedules calendar to create efficiencies such as multipurpose meetings, minimizing travel times, and elimination of low priority tasks
- ▶ Sets needed but not excessive time frames for completing work and consistently completes work on schedule.
- ▶ Identifies and completes tasks of most importance before other less important tasks.
- ▶ Re-prioritizes tasks as needed to frequently to resolve urgent issues or new priorities.
- ▶ Anticipates and minimizes common causes of wasted time (e.g. excessive email, unplanned interruptions, etc.) As possible reserves some blocks of time for work with few or no distractions.
- ▶ Manages challenges or delays effectively so as to not jeopardize required delivery schedules, renegotiating time frames as necessary.
- ▶ As possible uses technology to speed the completion of work and/or to reduce travel time (e.g. remote meetings)
- ▶ Anticipates likely problems or delays in advance and works to resolve them in advance or plans for additional resources in order to complete work in a timely manner.
- ▶ Identifies areas where time savings can be realized without jeopardizing quality or safety.

#### Behavioral Questions

##### **Inexperienced**

- ▶ Describe a time when you had to let something drop in order to meet deadlines on other goals or projects.
- ▶ Describe a time you accomplished a number of goals with limited time.

##### **Experienced**

- ▶ Describe a time you managed competing work objectives on a tight deadline.