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.