Planning & Time Management

Definition

This competency may be defined as that demonstrated skill to understand work elements, prioritize them and manage/execute the same, within the available time without sacrificing quality

Key Indicators

This competency is demonstrated through the following

- [redacted]Initiating work with a clear understanding of the objectives
- [redacted]
- Segregating work based on priority and available resources of time and people
- Delegating tasks appropriately
- Monitoring, reviewing and taking appropriate corrective action on a regular basis
- Anticipating barriers to project/work completion and drawing up appropriate counter strategies

[redacted]

Enabling Behaviors

[redacted]

- [redacted] in all work related aspects
- Understand and appreciate time value of self and others

[redacted]

- Unable to differentiate between urgent and important work
- Focus on trivia and unimportant
- Inability to prioritize and plan time
- Have a tendency to postpone and take up a last minute approach
- Inability to delegate
- Have no respect of time of others

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Planning and Time Management- Level Indicators

Level 1 – Novice	Level 2 – Practitioner	Level 3 - Developed	Level 4 – Organizational Steward
1. Understands the importance of time management. 2. Can prioritize work based on importance and requirements. [redacted]	1. Draws up the work flow requirements or work elements of a small to medium range project. 2. Establishes people-responsibility matrix as well as responsibility-time schedule. 5. Begin work with a clear view of view of what is/are expected outcome(s). 3. Successfully completes most tasks independently but asks for additional support, as appropriate, when faced with unfamiliar tasks or situations [redacted]	1. Establish for self and for others clearly defined goals and objectives which in turn can be broken into workable/manageable/measurable sub-units. [redacted]	1. Creates the required organization wide systems which help to planning and organizing. 2. [redacted]

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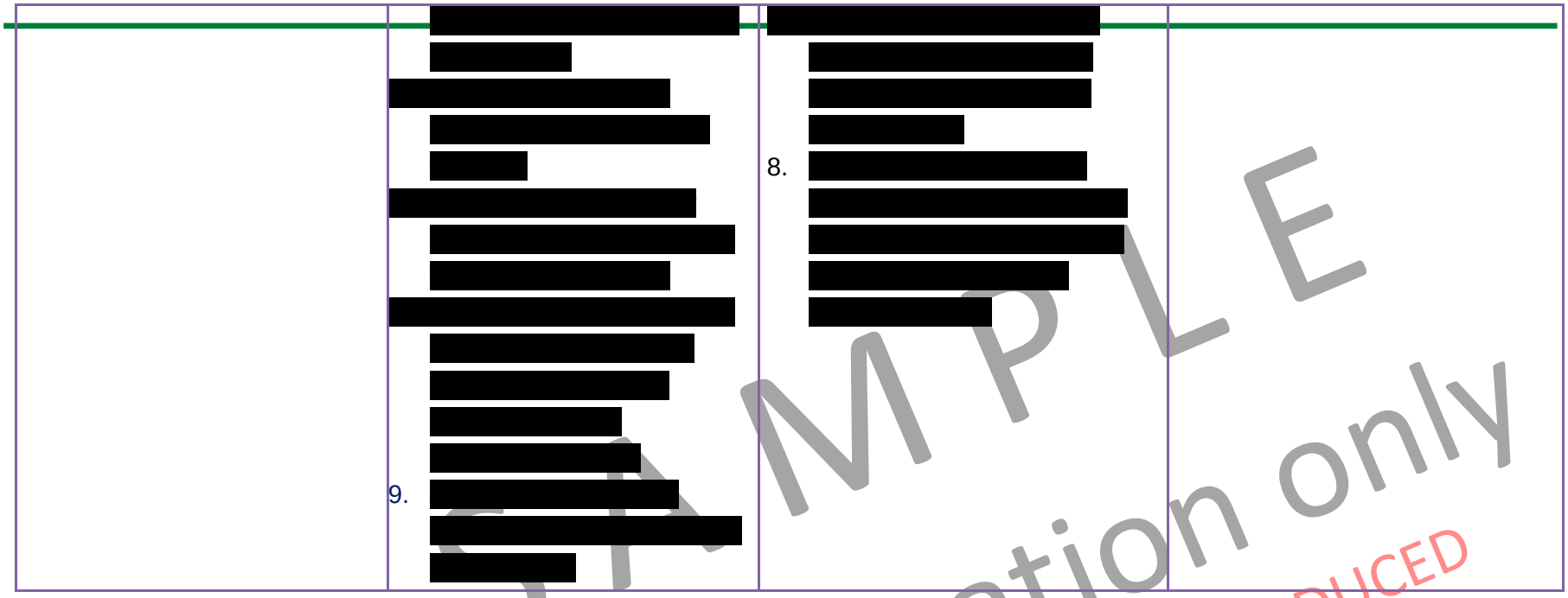

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How is this competency Assessed

The following are some of the methods which typically used in the assessment process of this competency

- In-basket exercises
- Situational Analysis
- Behavioral Instruments

Some indicative development activities (how to develop on this competency)

The following are some ways in which one can improve on this competency

[redacted]

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