

Business Tools for Career Readiness



Work Smarter, Not Harder: Time Management for Personal & Professional Productivity

Module 1



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Creating a Work Plan

Creating a Work Plan

New to Your Job?
No Problem

New to Your Job?

No Problem

- Review job responsibilities

New to Your Job?

No Problem

- Review job responsibilities
- Ask someone for help

New to Your Job?

No Problem

- Review job responsibilities
- Ask someone for help
- Keep notes

New to Your Job?

No Problem

- Review job responsibilities
- Ask someone for help
- Keep notes
- Break tasks down into smaller steps

These Steps Help to Create a Plan

- Review job responsibilities
- Ask someone for help
- Keep notes
- Break tasks down into smaller steps

A Sample Work Plan Includes the Following Parts

- Priority
- Description

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- Priority
- Description
- Due date
- Who the work is for

A Sample Work Plan Includes the Following Parts

- Priority
- Description
- Due date
- Who the work is for
- Steps to take

A Sample Work Plan Includes the Following Parts

- Priority
- Description
- Due date
- Who the work is for
- Steps to take
- Estimate of time needed
- Start date

How Long Will Tasks Take?

- Ask a supervisor or a coworker

How Long Will Tasks Take?

- Ask a supervisor or a coworker
- Keep detailed notes

How Long Will Tasks Take?

- Ask a supervisor or a coworker
- Keep detailed notes
- Break large tasks down into smaller steps

Figuring Out Your Priorities

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- **Listen** to leadership
- **Listen** to customers

Figuring Out Your Priorities

- **Listen** to leadership
- **Listen** to customers
- **Listen** carefully to those around you

Create Your Own Plan

- Before moving on to the next module, create a work plan, or personal plan, for the next 5 days.

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