

Competency: Planning and Organizing

Activity 1

Record how you spend your time over a period of two weeks. Compare the amount of time you actually spent on tasks with the amount of time you had planned. Highlight any differences and use that knowledge next time you perform similar activities to allocate a realistic amount of time.

Activity 2

When working to deadlines, monitor your progress against milestones. Identify when you need to take corrective action or how you can take best advantage of the situation if you are ahead of milestones. Be willing to modify your plans accordingly.

Activity 3

When planning a project, perform a detailed analysis to identify the tasks required. Learn how to effectively use planning tools such as spreadsheets, flow charts and GANTT charts to log your proposed activities and highlight required milestones.

Activity 4

Define SMART objectives, for yourself and your team. Make sure they are Specific, Measurable, Achievable, Realistic and Time-bound. Review your current objectives against these criteria and rewrite them if required.

Activity 5

List all the activities needed to achieve a goal and order them logically. Write a plan of action containing all the steps. Identify the resources needed to perform the tasks most effectively. Ensure individuals are provided with the support and resources they need to perform the tasks assigned to them. Avoid starting a task without planning how to achieve it. Take the time to prepare a detailed plan.

Activity 6

Review the outcomes of the three most recent team meetings. Were any priorities identified? Were any specific action plans produced? Research different methods to record the outcomes of your meetings so that clear objectives and action plans follow from your discussions.

Results: