



Apply Time Management

NZQA Unit Standard 16614

| Unit Standard Included: | Number | Level | Credits |
|---|--------|-------|---------|
| Apply time management concepts and methods in business situations | 16614 | 4 | 3 |

The purpose of this assessment is for you to evaluate how you currently spend your time at work and plan ways for improvement.

You will have to apply techniques and measures to improve how you use time and how you work. And, you will reflect on how well you did.

Summary of assessment tasks:

You will be required to do three different things to complete this assessment:

- Task One -Evaluate how you use your time
- Task Two -Apply ways to manage time and measure improvements
- Task Three -Reflect on how well you have used your time