Task Planning Sheet

Task 4 – Time Management and Your Work Performance

The Task Planning Sheet is designed to provide you with a clear list of the activities you will need to undertake in order to complete your assigned tasks. It is suggested that you complete the activities in the order they are listed. You must submit your completed ‘Task Planning Sheet’ to verify completion of the competencies that form a part of this task.

By submitting your completed sheet, you are confirming that you have undertaken all activities associated with the task.

In this task, you will need to compile a portfolio of your work related to Time Management training program being carried out by Anjark Services.

**Training Program:**

* Access, read and print as necessary ***Learning Resources*** and ***Your Task 4***
* Complete all the labelled activities in the three documents and place these into a digital portfolio to send to your supervisor.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Activities completed in the booklets: Time Management – Book 1Time Management - An Independent Learner’s Guide |  |

**Building knowledge and skills in software applications:**

* Use the Virtual RTO or alternate resources to learn about the productivity tools within Microsoft Outlook.
* Be able to demonstrate and use in your daily work/education routines the following productivity tools found in that application:
	+ Managing Your Email Messages
	+ Managing Your Calendar
	+ Managing Your Email Contacts
	+ Working with Tasks and Notes

**Notes for Meeting with Supervisor:**

* Read and complete any relevant activities from the ***Learning Resources.***
* Prepare a work plan for the Wednesday as described.
* Notes for the three areas you wish to demonstrate during the meeting with the supervisor.
* Responses to the management review survey emailed to you by the supervisor.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Wednesday’s work plan |  |
| Notes on the three points about your work plan you wish to draw the supervisor’s attention to |  |
| Responses to the eight questions emailed to you by your supervisor. |  |

**Workplace Quiz on Time Management:**

* Complete any relevant activities from the Learning Resources
* Complete the on-line Time management quiz

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Quiz result report |  |