

BSBPEF202 Plan and apply time management

Assignment

Complete the following tasks

Task 1

Develop a time management plan for a week.

Include the following

- Any work or study tasks you need to complete
- Due dates and timeframes
- Use of digital tools if needed

Task 2

Implement the above time management plan you created. Keep track of your progress and how well you follow the plan over the week.

Task 3

Write a review on the success and failures of your time management plan including:

- How well did you follow the plan
- Did you have any issues preventing the flow of the plan
- How can you make improvements

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement at least one time management plan with support of relevant personnel.

In the course of the above, the candidate must:

- complete each work task within specified timeframe, seeking opportunities to use digital tools where applicable
- seek and use feedback from others to monitor and improve work performance.

Submit Documents via email to admin@globalfitness.edu.au

Submit Video Assessment to :

<https://drive.google.com/drive/folders/1Ckdcemigg1XkVBIgGMacQEIx0Lxb7BNPE?usp=sharing>