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| **Unique Identifier (UI Code)** | SM-01C |
| **Categories (Tags) – separate with commas if multiple** | Self-management, Common Core |
| **Competency Title (short name)** | **Plan and Organize Own Work** |
| **Competency Statement** | Plan and organize own work according to role and workplace requirements. |
| **Performance Criteria** | * Identify own tasks and responsibilities related to role and workplace requirements
* Prioritize and schedule own tasks
* Complete work activities and tasks according to work plan, own schedule, and workplace requirements
* Adjust work activities and timelines based on unanticipated changes
* Report on individual progress to appropriate personnel according to workplace procedures
* Reflect on and review own performance and identify strategies for improvement.
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| **Supporting Skills and Knowledge** | **Knowledge:*** Own role, responsibilities and work activities
* Workplace policies and procedures, specifically those related to planning work assignments and reporting progress to others

**Supporting Skills:*** Ability to solve routine and non-routine problems related to organizing work assignments
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| **Key Terms/Definitions Required** | **appropriate personnel*** People within or external to an organization that need to be notified or updated, according to the policies and procedures dictated by the workplace or an external body.

**workplace requirements*** Specifications determined by the workplace as meeting the organization’s operational standard or expectations.

**workplace procedures*** Standard operating procedures specific to a workplace as determined by the workplace and/or management.
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| **Context/Examples** | * Many roles require people to plan and organize their own work and the work of teams they are part of. Being able to adjust work due to a range of circumstances and analyze your own performance for areas of improvement is important in most roles.
* When working remotely, the importance of self-direction and problem solving are magnified.
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| **Learning Content/Links** | * Links to training specific to a role
* Links to workplace policies and procedures
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| **Assessment Methods** | * Self- assessment and/or peer review
* Observation of an individual’s work progress and ability to meet deliverables
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