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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. |
| **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 |
| **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. |
| **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. |
| **Learning Content/Links** | * Links to training specific to a role * Links to workplace policies and procedures |
| **Assessment Methods** | * Self- assessment and/or peer review * Observation of an individual’s work progress and ability to meet deliverables |