Planning and organising

Positive behaviours characteristic of good planner/organiser

• Able to prioritise work.

• Schedules time according to different tasks.

• Uses diary management, GANTT charts or effective project management tools.

• Allocates time realistically incorporating flexibility.

• Informs people of over run when necessary.

• Plans tasks in advance to meet deadlines.

• Looks ahead, anticipates problems and considers contingencies.

Your evidence

