

EMPLOYABILITY SKILLS BRIEFING

SELF AND TIME MANAGEMENT

This PDF supports the short video about self and time management skills skills and it's one of nine paired videos and PDFs on Tunnelworks, each covering a common employability skill.

The main aim with these resources is to help you understand what these skills are, and how they are used. You might be surprised to realise that you're probably using many of these skills in your school, social and family lives already.

So, even if you don't have lots of working experience, you do have relevant work skills to talk about when applying for jobs. Use these resources to help identify your skills and practise writing and talking about them. Then you'll be interview ready!

What is a good general definition of self and time management?

Self-management enables someone to feel and be more productive in the workplace and includes good communication, decision-making and time-management skills. Time-management means that you are aware of yourself and how you work most effectively and efficiently so that you're able to set goals and priorities and structure your time.

What does that mean in practice on the Thames Tideway Tunnel project?

The Thames Tideway Tunnel project is a large and complicated construction project where lots of things have to happen at the same time. Every individual working on this project will have tasks to complete and deadlines to meet. These might be project completion deadlines or budgetary deadlines but teams rely on each other to carry out tasks on time so it's the responsibility of each person to work effectively and efficiently and to carefully manage their time so that they get a good job done. By managing their workload and time effectively and confidently each individual will contribute to the overall success of their department or team, and ultimately, the overall project.

What are two typical examples of self and time management in action on the Thames Tideway Tunnel project?

It's the project engineer's responsibility to ensure all their own deadlines are met by carefully planning what needs to be done, revisiting plans if necessary and identifying any issues as they arise. The project engineer will communicate clearly with others if need be and, as they will regularly communicate with others in person, they make sure they attend all meetings on time and are fully prepared.

Another example is when a construction worker is given specific tasks to complete by a certain deadline. If the construction worker doesn't manage their time effectively or monitor progress of the tasks involved, it might impact on colleagues and their tasks further down the line.

What are the individual elements in self and time management?

The individual elements of self-management include: good communication and decision making skills; your drive to achieve, develop and keep moving forward; using your initiative and being proactive rather than reactive; spotting and taking advantage of opportunities as they arise and persisting in the face of setbacks. Time-management includes: being able to set and prioritise your tasks and structuring your time; being aware of yourself and how you work best as well as being able to adjust your plans if situations change. It's also about taking pride in your work, turning up for work or appointments on time and giving your very best to each task.

At school or at home what sort of activities might help me to develop to develop self and time management skills?

If you've worked successfully with a group of classmates or friends then you will have developed and used self and time management skills. Typical activities include: arriving on time and being fully prepared for a school sports match or event; working with other students in your class to complete a project or presentation to a specific deadline; joining a school committee to plan a social event e.g. your end-of-year prom, ensuring enough time for planning and promotion, before the actual event.

If I'm applying for a job and the employer says they want individuals with good self and time management skills, how can I talk about things I've done and make them relevant?

Think about and write down things you've done where others were relying on you and timekeeping was important. Practice and be ready to talk about them in an interview.

You could give an example of when you were acting in your school play, explaining that you were able to manage your time effectively by planning how and when you were going to learn your lines, attend rehearsals, and you understood that if you didn't do your bit, there would have been a negative effect on the play production schedule. You were motivated to do your very best and took pride in delivering a great performance to ensure the success of the play.

Or maybe you've got a weekend job working in a shop. You could explain that you set your alarm to make sure you have plenty of time to get to work on time. You know what tasks you have to complete during the day and when to take breaks (and how long these breaks are for) so that you can effectively plan and structure your day to ensure all your tasks get done.