

Time Management

A person's ability to set and follow priorities, properly follow schedules for arrival, breaks, etc., and stay on task in an efficient manner. The later includes meeting deadlines and communicating efficiently with others.

VERBAL

From USUALLY to ALMOST ALWAYS up to ALWAYS

- Can communicate an idea verbally both effectively and efficiently
- Appropriate hesitation
- Talking is for work purposes
- Clear speech

From RARELY to SOMETIMES up to USUALLY

- Clarity and efficiency drops with excitement or shyness
- Speaks only after encouragement

From NEVER to RARELY

- Excessive hesitation
- Excessive speed
- Excessive talking with others

PHYSICAL

From USUALLY to ALMOST ALWAYS up to ALWAYS

- Arrives and leaves on time
- Meets deadlines
- Is attentive and efficient
- Can plan ahead and use foresight
- Sets/meets own priorities effectively
- Can use complex schedules
- Can make schedules

From RARELY to SOMETIMES up to USUALLY

- Improving ability to meet/use simple schedules effectively
- Attempts to meet assigned priorities
- Attempts to be attentive (uses strategies) with some success
- Shows signs of planning ahead to improve efficiency

From NEVER to RARELY

- Arrives /leaves at the wrong time
- Makes excuses for lateness
- Does not meet deadlines
- Does not set or follow proper priorities
- Is inattentive to the time
- Cannot tell time
- Cannot read schedules
- Does not plan ahead