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Organise schedules Multiple recording systems You may have to use multiple recording systems in order to organise the information for one event. For example, arranging a staff meeting may involve: □

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recording the time in everyone's electronic diary □ writing the meeting time on a wall planner □ entering it into your manager's desk diary.

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When you're done writing your to-do list for the day/week, try to analyze the less important task/s in terms of whether you really need to do it/them. If so, then you may need to adjust your schedule for the day; if not, then you can allocate more time for the other tasks or you can just take that opportunity to rest. 6. Set realistic deadlines.

### ~~Tips on How to Prioritize, Organize, and Plan Your Work~~

Time management and prioritising is a topic that you are often asked about at an interview for a graduate job: giving the best possible answer to the interview

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question can flummox some candidates. Read our example answer and learn what the interviewers really want to hear. Our tips will give you the best opportunity to improve your interview skills and techniques.

~~How to answer the question: 'How do you manage your time?'~~

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Schedules can be discussed and prioritised on a long term or short term basis; either daily, weekly quarterly, annually or as

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new tasks are begun and old tasks are finished. Meetings, teleconferences, electronic communication and verbal communication with all relative (groups of) persons may occur to ensure that scheduling and prioritization occurs according to organisational &/or personal requirements.

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1.3 Determine personal requirements for diary and schedule items for individual personnel . 1.4 Establish appointment priorities and clarify in discussion with individual personnel . 2 Manage schedules. 2.1 Identify recurring appointments and deadlines, and schedule these in accordance with individual and organisational requirements

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schedule these in accordance with individual and organisational requirements  
2.2. Establish availability of attendees, and schedule new appointments in accordance with required time lines and diary commitments  
2.3. Negotiate alternative arrangements and confirm when established appointments are changed  
2.4. Record appointments and manage

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