



WEEK NO	TOPIC AREA/INDICATIVE CONTENT	LEARNING OUTCOME/UNIT ELEMENT	RESOURCES	ASSESSMENT	Qualification
1	Why is it important to be organised from a personal and business perspective?	Benefits Time management Rewards	Being organised work booklet.		
2	How can we be better organised? Techniques that can be used to help you be better organised	Explore techniques to improve own organisational skills.	You tube guidance material links in the booklet.		
4	Time management and planning. Estimation of tasks	Awareness of how long tasks will take and priority.			
5	Priority management Task: Put together a 2 week planner. This could include organising a project at school.	Apply and use aids of your choosing to support a 2 week planner	Devices, materials used to support.	Self assessment planner over 2 weeks.	BTEC UNIT A1
6	Personal reflection				
7	Evaluation of skills to improve performance.	Tutor feedback			