











Work Planner

Use this chart to plan your study schedule.

Learning Activity	Guide Time	Resource
Work through Sections 1-3 of the Workbook	150-180 mins	
Do Tutor Review Exercise 1A or 1B*	60 mins	
Work through Sections 4-6 of the Workbook	60 mins	
Do Tutor Review Exercise 2	60 mins	
Work through Workbook Sections 7-8	50-60 mins	
Do Tutor Review Exercise 3	60 mins	
Work through Workbook Sections 9.1-9.3	90 mins	
Do Self Check Exercise 1: 'Organising Yourself'	60 mins	
Work through Workbook Section 9.4	30 mins	
Self Check Exercise 2: 'Assessing your performance as a manager'	60 mins	
Total Guide Time	10-11 hrs	

*Note: Agree with your tutor which of the two you should attempt.