

## Planning a job and managing time

1. Find out what has to be done and when it needs to be done by.
2. Work out what equipment you'll need, the materials required, and whether anyone else will be involved.
3. Think about any problems or hold-ups that might affect your progress.
4. Think through the most practical course of action for doing the job, making allowances for the problems you need to look out for.
5. Work out a set of steps and the order they need to be done in.
6. Double-check your steps, writing them down if necessary, to make sure you haven't missed out anything or got any of the tasks in the wrong order.
7. Start the job and monitor your progress. If anything doesn't go according to plan, be flexible and make adjustments as you go.