

WPS: AN EFFECTIVE TOOL FOR OFFICE MANAGEMENT PROCEDURE DURING ON-THE-JOB TRAINING

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Abstract

In today's work environments, productivity and organization are crucial to success, particularly for individuals undergoing On-the-Job Training (OJT). The use of a Weekly Planning Schedule (WPS) can help trainees manage their daily responsibilities, align tasks with office procedures, and boost overall productivity by providing a structured framework. Integrating WPS into OJT programs can foster essential workplace behaviors such as accountability, time management, and systematic learning. In this context, the study aimed to address the following research questions: What is a Weekly Planning Schedule (WPS)? What are the advantages of using a Weekly Planning Schedule in office procedures during On-the-Job Training? How does the use of a Weekly Planning Schedule impact the performance of OJT students? The descriptive method was employed through self-observation and reflective journaling, which evaluated how the Weekly Planning Schedule (WPS) helped trainees prioritize tasks, manage their time, and adapt to unexpected tasks. The findings revealed that high-priority tasks were completed efficiently, whereas lower-priority tasks occasionally experienced delays, suggesting a need to incorporate buffer time into scheduling. The results also indicated that the Weekly Planning Schedule (WPS) contributes to enhanced efficiency, reduced stress levels, and the development of professional behavior. Overall, WPS proved to be a valuable tool for improving workplace performance during On-the-Job Training (OJT). The Weekly Planning Schedule (WPS) proved to be an effective tool for enhancing task organization, time management, and productivity during On-the-Job Training (OJT). It enabled trainees to prioritize tasks, meet deadlines, and reduce stress. While WPS facilitated the efficient handling of high-priority tasks, delays in completing lower-priority activities highlighted the need for scheduling adjustments, such as allocating buffer time. To maximize its effectiveness, WPS should be regularly reviewed, integrated into OJT programs, and accompanied by training in prioritization and time management. Additionally, promoting self-reflection and allowing flexibility in scheduling can further support efficiency and skill development, reinforcing WPS as a valuable tool for workplace readiness.

Keywords: office procedures, self-observation, task management, weekly planning schedule, workplace and buffer time