



Welcome to *Time Mastery Profile*




Time Mastery is Self Mastery

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Agenda

- What is the *Time Mastery Profile*®?
- *New Features in the Time Mastery Profile on EPIC*
- *Time Mastery Profile Model*
- *Time Mastery Profile Response Form*
- *Time Mastery Profile Individual and Facilitator Report*
- *How You Might Use Time Mastery-such as with Sales training, Franklin Covey programs, creating productive meetings etc.*
- *What questions you have?*



What is the Time Mastery Profile?

- The ***Time Mastery Profile***® helps people understand how they **think** about and **use** their **time**. This understanding is the foundation for **changing behaviors** and **attitudes** surrounding time management.



Basic Insights

- Insight into Personal Work Habits
- Process to Improve Self-Management
- A Common Language to Understand and Discuss Time Management
- **Dialogue about Differences in Time Management**

What is new in the *Time Mastery Profile*®?

- 12 questions assessing how important the categories are to person's job
- Skills Gap Analysis gives participants an at-a-glance understanding of where to focus development efforts
- Facilitator Report helps facilitators understand the needs of the group even before the session



MODEL

The profile is organized into 12 categories of time mastery

- Attitudes
- Goals
- Priorities
- Analyzing
- Planning
- Scheduling
- Interruptions
- Meetings
- Written Communications
- Delegation
- Procrastination
- Team Time



Attitudes

Having a positive attitude about your ability to control and manage your own time

“Our ability to control our time is related to our attitude toward controlling our environment.”

Goals

Setting short- and long-term goals and staying the course for achieving them

“Well-developed goals





Priorities

Focusing on the most important tasks and activities rather than being driven by the urgencies of the day

“You may be surprised at how reasonable people can be when you turn down their requests.”



Analyzing

Analyzing time spent on projects and tasks to understand if your time is being used most effectively

“Time Masters recognize the value of exploring options and opportunities to analyze and improve their time habits.”



Planning

Writing daily, weekly, and/or monthly to-do lists

“Planning is an attempt to control as much of our time as possible, while still considering there are things out of our control.”



Scheduling

Making the time commitments necessary to getting work done



“Things that are scheduled tend to happen on time. Things that are not scheduled may never happen.”



Interruptions

Managing interruptions and minimizing those that are not urgent or necessary

“Scheduling quiet time is often an effective way to get things accomplished.”

Meetings

Making sure meetings are on time, have well-prepared agendas and clear objectives, and are truly necessary



“Although meetings are notorious timewasters, they are also easy to control.”



Written Communications

Following a system for handling paper and electronic communication so that it doesn't overwhelm you

“There are only four things you can do with a document: dump it, delegate it, do it, or delay it.”

Delegation

Handing off work to another person who has the proper authority and skill to execute the task



“Delegation is sharing responsibility and authority with others.”



Procrastination

Tackling tasks that are unpleasant or difficult first rather than putting them off

“Changing your do-it-later urge into a do-it-now habit requires positive action.”

Team Time

Managing your time as an individual so that you are saving time for the people with whom you work



“Communicate with your team regularly to ensure everyone knows the team’s goals and priorities.”



Response form



Section 1:

60 questions about behavior, attitudes, and feelings measuring 12 categories



Section 2:

12 questions assessing how important the categories are to person's job



Time Mastery Level and Graph

- Level I - Beginning Time Mastery
- Level II - Improving Time Mastery
- Level III - Intermediate Time Mastery
- Level IV - Competent Time Mastery
- Level V - Excellent Time Mastery

Time Mastery Profile® Graph
Shows self-assessed skill
level in each category

Your Overall Time Mastery Level and Graph

Time Mastery Profile®

Your Overall Time Mastery Level

Total Score: 181

Score	Your Overall Time Mastery Level	What It Means
60-79	I - Beginning Time Mastery	You have a limited understanding of managing time. You have many opportunities to develop your skills.
80-115	II - Improving Time Mastery	You have an improving but limited understanding of time management. Some development remains a high priority.
116-185	III - Intermediate Time Mastery	You have basic knowledge and skills for managing time. Some areas need continued development.
186-221	IV - Competent Time Mastery	You have strong knowledge and skills for managing time. You do not need to focus on time mastery.
222-240	V - Excellent Time Mastery	You are a Time Master. You are ready to actively share your knowledge and skills to others in management.

Your Time Mastery Profile® Graph

Category/Level	Your Time Mastery Profile® Graph																																																															
	I					II					III					IV					V																																											
Attitudes	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Goals	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Priorities	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Analyzing	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Planning	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Scheduling	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Interruptions	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Meetings	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Written Communication	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Delegation	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Procrastination	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Team Time	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

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Sample Report 3

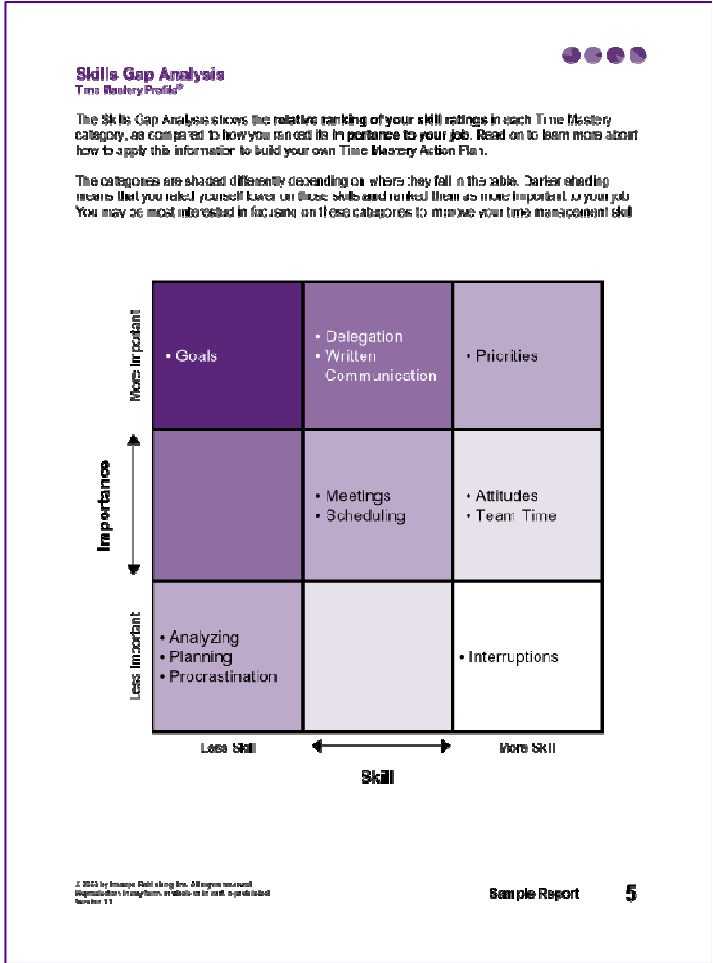


Skills Gap Analysis Graph

Helps you determine where to focus your time management efforts by:

Combining your SKILL rating in Each Time Mastery category with its importance to your job.

–Focus is on categories that represent the highest importance and least skill





Category Information

Each category is explored in detail

Implications and importance of each category are discussed



Concepts and Action Plans

Key Concepts highlight major ideas and strategies for each category



Action Plan asks critical questions to begin the process of changing habits



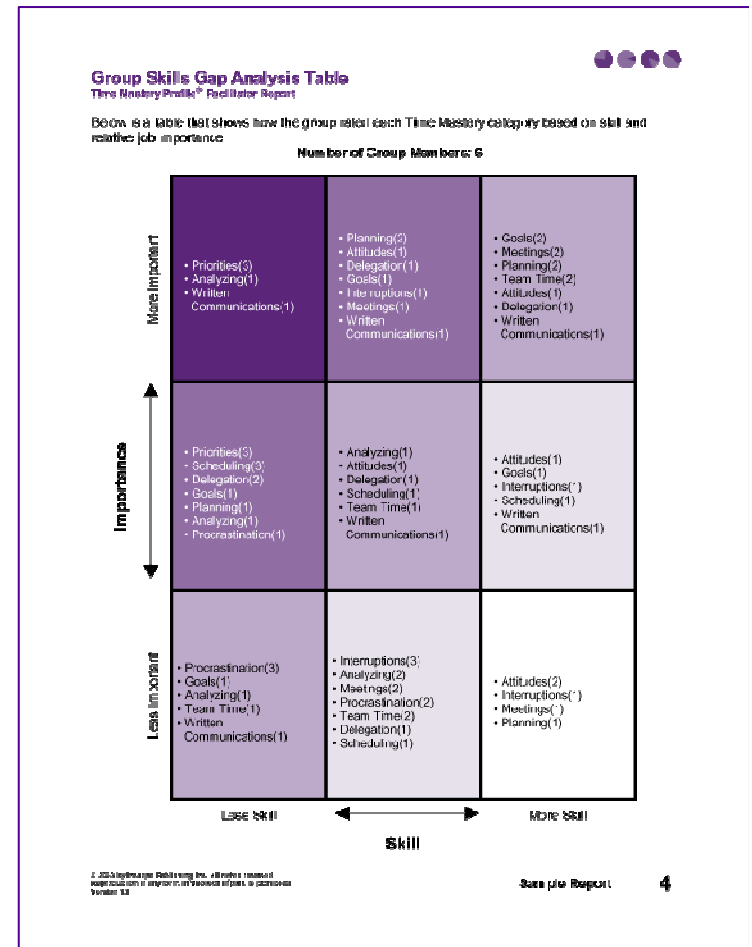


Facilitator Report

- The *Time Mastery Profile*® Facilitator Report helps trainers and facilitators better focus their training sessions based on
 - **Job importance**
 - **Self-assessed skill level**

Group Skills Gap Analysis

Shows how the group rated each Time Mastery category based on skill and importance



The table is not intended to compare skill levels between individuals



Time Mastery Can Be Used In:

- Franklin Covey programs-this tool is very complimentary
- Sales and Customer Service Training
- Management Training
- Communications
- Stress Management
- One on One Coaching
- Others?

What Questions Do You Have?

- Have your questions been covered?
- Which clients can you introduce to the Time Mastery Profile?





I enjoyed our TIME together.

Thank You for Your
Participation!