

## Profile Features Overview

# Time Mastery Profile®

### Time Mastery Overview

#### Your Overall Time Mastery Level and Graph

page 3

This table explains your overall level of time mastery based on your scores, and the graph indicates your level of time mastery in 12 categories.

#### Skills Gap Analysis

pages 4-5

The Skills Gap Analysis is designed to help you determine how you can best focus your time-management efforts. This section compares your time-management skill ratings to the importance of those skills to your job.

### Strategies for Developing Your Time Mastery

#### Changing Habits and Building Action Plans

page 6

This one-page summary explains the process of changing old habits and developing effective action plans.

#### Identifying Where to Begin

page 7

A series of specific steps to help you prioritize your time-management efforts, using the information from the Skills Gap Analysis.

### Category Descriptions

Each of the 12 categories is explored in detail, and includes key concepts and action-planning questions.

#### Attitudes

pages 8-9

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

#### Goals

pages 10-11

Set short- and long-term goals and stay the course for achieving them.

#### Priorities

pages 12-13

Focus on the most important tasks and activities rather than on the urgencies of the day.

#### Analyzing

pages 14-15

Analyze time spent on projects and tasks to understand if your time is used most effectively.

#### Planning

pages 16-17

Write daily, weekly, and/or monthly to-do lists that increase efficiency and productivity.

#### Scheduling

pages 18-19

Make the time commitments necessary to get work done.

#### Interruptions

pages 20-21

Manage interruptions and minimize those that are not urgent or necessary.

#### Meetings

pages 22-23

Ensure meetings are on time, have well-prepared agendas and clear objectives, and are necessary.

#### Written Communications

pages 24-25

Follow a system for handling paper and electronic communication so it doesn't overwhelm you.

#### Delegation

pages 26-27

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

#### Procrastination

pages 28-29

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

#### Team Time

pages 30-31

Manage your time as an individual so that you save time for the people you work with.

#### Conclusion

page 32

A summary of strategies for using new information from the *Time Mastery Profile*® to develop lasting and meaningful habits.