



# Time Mastery Profile<sup>®</sup>

- PROGRAM CONTENT:** Fifteen classroom-training lessons with leader's guides, PowerPoint<sup>®</sup>, and participant handouts that support the *Time Mastery Profile*<sup>®</sup>.
- PROGRAM DESCRIPTION:** The *Time Mastery Profile* helps people
- Examine how they manage their time during the day
  - Identify ways that they use time effectively and ineffectively
  - Plan specific ways they can improve their time management
- PROGRAM TOOLS:** The *Time Mastery Profile* is an easy-to-use self-assessment instrument that helps people to identify their time management strengths and limitations. This program supports two versions of the *Time Mastery Profile* – a paper version and an online version offered through the EPIC system. Both profile versions provide in-depth information about each of the 12 Time Mastery categories, including key concepts and action-planning guides.
- Paper *Time Mastery Profile***
- The paper version is administered during Lesson 2 of the training session. Participants spend approximately 25 minutes responding to statements on a paper profile, scoring their assessment, and graphing their results.
- EPIC *Time Mastery Profile***
- EPIC (Electronic Profile Information Center) is an online assessment-delivery system that provides a simple way to send, customize, print, and store assessments.
- The EPIC version of the *Time Mastery Profile* is administered as seminar **prework** by emailing a unique assessment access code to each participant approximately two weeks before a scheduled session. Once the assessment is completed, participants receive a personalized report based on their responses. The EPIC version includes a Skills Gap Analysis that compares skill levels in each Time Mastery category to the relative importance of that category in the participant's job.
- The EPIC administrator has the ability to allow participants to view and print their profiles immediately upon completing the prework or prevent this access so that the facilitator can provide the profiles at the time of the training.



**PROGRAM TOOLS  
(CONTINUED):**

***Time Mastery Profile Facilitator Report***

The EPIC administrator can also create a *Time Mastery Profile Facilitator Report*, intended for use by trainers and facilitators to better focus their Time Mastery training sessions based on both the job importance and self-assessed skill level of the session participants. Keep in mind that this report is only available when participants complete the EPIC version of the *Time Mastery Profile*.

With the exception of the Group Skill Gap Analysis Overview and Table on pages 3-4, this report is **not** intended to be shared with participants because it contains individual scoring results.

---

**LESSON 1: INTRODUCTION**

**Length:** 25 minutes

**Materials:**

- Flipchart and markers

**Objectives:**

- Describe the facilitator's role and housekeeping arrangements
- Identify the purpose and benefits of the seminar
- Explain the structure of the seminar
- Understand the importance of developing good time management habits

---

**LESSON 2: GETTING STARTED – EPIC VERSION**

**Length:** 35 minutes

**Materials:**

- *Time Mastery Profile* EPIC Version
- Flipchart and markers

**Objectives:**

- Identify the purpose and benefits of the *Time Mastery Profile*
- Identify strengths and limitations in time management
- Learn how to replace self-defeating habits with self-reinforcing habits

---

**LESSON 2: GETTING STARTED – PAPER VERSION**

**Length:** 50 minutes

**Materials:**

- Flipchart and markers
- Coin
- *Time Mastery Profile* Paper Version

**Objectives:**

- Identify the purpose and benefits of the *Time Mastery Profile*
- Score the *Time Mastery Profile*
- Identify strengths and limitations in time management
- Learn how to replace self-defeating habits with self-reinforcing habits

---

**LESSON 3: IMPROVING ATTITUDES**

**Length:** 15 minutes

**Materials:**

- Handout 3-1
- Flipchart and markers
- *Time Mastery Profile*

**Objectives:**

- Discover what forms attitudes about managing time
- Recognize the importance of self-discipline in time management
- Develop an action plan to improve time management attitudes

---

**LESSON 4: SETTING GOALS**

**Length:** 25 minutes

**Materials:**

- Handouts 4-1 through 4-3
- Flipchart and markers
- *Time Mastery Profile*

**Objectives:**

- Identify basic criteria for setting and documenting goals
- Learn to use tracking tools to progress toward goals
- Recognize the importance of maintaining a balance between personal and professional goals
- Develop an action plan for setting goals



---

**LESSON 5: ESTABLISHING PRIORITIES**

**Length:** 25 minutes

**Materials:**

- Handouts 5-1 and 5-2
- Flipchart and markers
- *Time Mastery Profile*

**Objectives:**

- Recognize the characteristics of effective prioritization
  - Distinguish between important and urgent priorities
  - Develop an action plan for setting priorities
- 

**LESSON 6: ANALYZING**

**Length:** 25 minutes

**Materials:**

- Handouts 6-1 through 6-7
- *Time Mastery Profile*

**Objectives:**

- Prepare a time log
  - Analyze a time log
  - Develop an action plan to improve ability to analyze time
- 

**LESSON 7: PLANNING**

**Length:** 30 minutes

**Materials:**

- Handouts 7-1 through 7-5
- Flipchart and markers
- *Time Mastery Profile*

**Objectives:**

- Develop weekly and daily planning systems
  - Identify ways to efficiently communicate and coordinate plans
  - Develop an action plan to improve ability to plan time
- 

**LESSON 8: SCHEDULING**

**Length:** 30 minutes

**Materials:**

- Handouts 8-1 through 8-3
- *Time Mastery Profile*

**Objectives:**

- Identify guidelines for scheduling time efficiently
  - Recognize the importance of maintaining flexibility in schedules
  - Learn ways to schedule quiet time
  - Develop an action plan to improve ability to schedule time
- 

**LESSON 9: CURBING INTERRUPTIONS**

**Length:** 40 minutes

**Materials:**

- Handouts 9-1 through 9-3
- Flipchart and markers
- *Time Mastery Profile*

**Objectives:**

- Identify ways to handle drop-in visitors
  - Identify ways to handle telephone interruptions
  - Develop an action plan to control interruptions
- 

**LESSON 10: IMPROVING MEETINGS**

**Length:** 30 minutes

**Materials:**

- Handouts 10-1 through 10-5
- Flipchart and markers
- *Time Mastery Profile*

**Objectives:**

- Learn guidelines for planning productive meetings
  - Recognize the importance of following an agenda
  - Identify ways to follow up meetings efficiently
  - Develop an action plan to improve ability to hold productive meetings
- 

**LESSON 11: HANDLING WRITTEN COMMUNICATIONS**

**Length:** 30 minutes

**Materials:**

- Handout 11.1
- Flipchart and markers
- *Time Mastery Profile*

**Objectives:**

- Learn how to analyze written communications
- Discover ways to sort and process written communications efficiently
- Learn tips for reading and writing quickly and efficiently
- Develop an action plan to handle written communications



---

**LESSON 12: DELEGATION**

**Length:** 35 minutes

**Materials:**

- Handouts 12-1 through 12-5
- Flipchart and markers
- *Time Mastery Profile*

**Objectives:**

- Identify common reasons for ineffective delegation
- Discover three components of delegation
- Learn guidelines for delegating effectively
- Define different levels of delegated authority
- Develop an action plan to improve ability to delegate

---

**LESSON 13: CONQUERING PROCRASTINATION**

**Length:** 30 minutes

**Length:** 30 minutes

**Materials:**

- Handouts 13-1 and 13-2
- Flipchart and markers
- *Time Mastery Profile*

**Objectives:**

- Identify common reasons for procrastination
- Learn ways to avoid procrastinating
- Develop an action plan to conquer the tendency to procrastinate

---

**LESSON 14: IMPROVING TEAM TIME**

**Length:** 30 minutes

**Materials:**

- Handouts 14-1 through 14-4
- *Time Mastery Profile*

**Objectives:**

- Learn how to make interactions with others more productive and efficient
- Identify ways to demonstrate respect for others' time
- Develop an action plan to improve team time management

---

**LESSON 15: WHERE DO WE GO FROM HERE**

**Length:** 30 minutes

**Materials:**

- Handouts 15-1 through 15-4
- *Time Mastery Profile*

**Objectives:**

- Review basic tips on the 12 categories of time management
- Review the action plans developed for the Time Mastery categories explored
- Determine which time mastery habits and action plans to focus on first