

Insights Reference Guide

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.

Individual Insights

Insight Into Personal Work Habits: Help people identify and understand their time-management strengths and growth areas.

- Understand the roots of undesirable habits
- Recognize the most important liabilities in work habits
- Understand how your time is currently spent and misspent
- Develop a new perspective for organizing thoughts about time management

A Process to Improve Self-Management: Help people develop strategies and techniques to develop more efficient, productive work habits.

- Understand and manage your work flow better
- Prioritize development efforts
- Learn general tips or behavioral changes for effective time management
- Discover the most efficient, promising path to improving work habits
- Increase confidence and drive to change habits

Interpersonal Insights

A Common Language to Understand and Discuss Time Management: Help people develop a language through which they can efficiently and accurately discuss time management.

- Organize thoughts about time management
- Use common terminology to discuss work habits with others
- Create performance discussions that are less personal and more objective

Dialogue About Differences in Time Management: Help people create a forum in which they can discuss personal and group work habits.

- Discuss personal frustrations without fear of causing offense
- Become more receptive to hearing feedback
- Help your organization to redefine the work culture
- Understand how group time (e.g., meetings, team time) is used inefficiently
- Adapt your behavior to better suit the needs of all group members
- Agree on policies that affect individual and group time