

Welcome to the *Time Mastery Profile*® Action Planning Seminar



Benefits



Time Management can:

 Help you increase your productivity on the job and at home.

 Help you enhance the quality of your work with less stress.

 Give you a sense of personal satisfaction and accomplishment.

Scoring the Profile



CATEGORY A

1. I believe I can control or influence most of the things that happen in my life.
2. I do some things at work I enjoy, even though I know they are not essential.
3. I have a lot of self-discipline and willpower.
4. I don't have enough time to do what I want to do.
5. I still feel positive even when there are many changes at work.

Strongly Agree	Mildly Agree	Mildly Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

TOTAL
Category A
12

Time Mastery Levels



Score	Level
60–79	Level I, Beginning Time Mastery
78–115	Level II, Improving Time Mastery
116–185	Level III, Intermediate Time Mastery
186–221	Level IV, Competent Time Mastery
222–240	Level V, Excellent Time Mastery

Goals Worksheet



Goals		
A well-clarified goal is: Specific – Measurable – Achievable – Realistic – Timed		
Describe Results to be Achieved	Target Date	Evaluation of Achievement
1. Increase operating income by 10%	12-31	
2. Reduce operating costs by 5%	12-31	
3. Complete remodeling project at West End office	10-15	
4. Improve staff training	3-31	
5. Complete feasibility study for new computer	9-31	
6. Update department job descriptions	6-31	

Aspects of Life



Family
Career
Social
Spiritual

Health
Leisure
Wealth
Personal



Urgent vs. Important



U YES
R
G
E
N NO
T

Crisis

Trivial
Work

Work
to Do

Time-
Wasting
Work

YES

NO

IMPORTANT

Saying "No"



- Use your schedule
- Tell them why
- Be honest, but firm
- Know why before saying "yes"
- Don't feel obligated



"You may be surprised at how reasonable people can be when your turn down their requests."

Scheduling Guidelines



Flexibility

Early start

Big blocks

Small jobs

Group items

Prime time



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

Written Communications



Resist junk mail

Analyze the flow

Sort

Develop a system

Handle it once

Schedule time for it



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

Thank you for attending the
Time Mastery Profile[®]
Action Planning Seminar

