

Time Mastery Profile®



TIME MASTERY PROFILE®

If you could reduce your staff's wasted time by just five minutes every hour, productivity would jump 8.3 percent. Efficiency levels would also rise as staff members began to devote more time to completing critical tasks. The *Time Mastery Profile*® is a complete assessment tool that helps individuals set priorities and manage their time more effectively.

TAP INTO A POWERFUL TOOL FOR SELF-ASSESSMENT

The *Time Mastery Profile* helps people evaluate their time-management effectiveness in 12 critical areas:

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

Employees get practical tips for improving their time-management skills in those areas that need work. The *Time Mastery Profile* also provides a detailed framework for personal action planning under each of the 12 categories.

HELP PEOPLE MAXIMIZE THEIR TIME

The advantages of efficient time management go beyond squeezing more tasks into the work day. In companies with successful time-management strategies, teams meet project deadlines more often and managers spend more time pursuing opportunities — and less time struggling with paperwork or attending unproductive meetings. These organizations serve more customers without adding staff, equipment, and office space.

In today's streamlined, fast-moving workplace, it's more important than ever to make the most of every day. The *Time Mastery Profile* helps individuals and teams develop customized strategies for improving productivity and increasing efficiency.

Time Mastery Profile® Applications

- Coaching
- Communication
- Management Development
- Teams
- Time Management

AVAILABLE REPORTS

Time Mastery Profile®

The *Time Mastery Profile*® is a 36-page learning instrument that helps people assess their time-management effectiveness and create a personal plan for improving their skills in key areas.

Time Mastery Profile Individual Report

The *Time Mastery Profile* Individual Report contains the same useful information as the paper instrument, but also includes a Skills Gap Analysis. This powerful feature shows how respondents rate their skill in each Time Mastery category as well as its importance to his or her job. This data helps respondents quickly determine where to focus their time-management efforts for greater personal and professional success.

Time Mastery Profile Facilitator Report

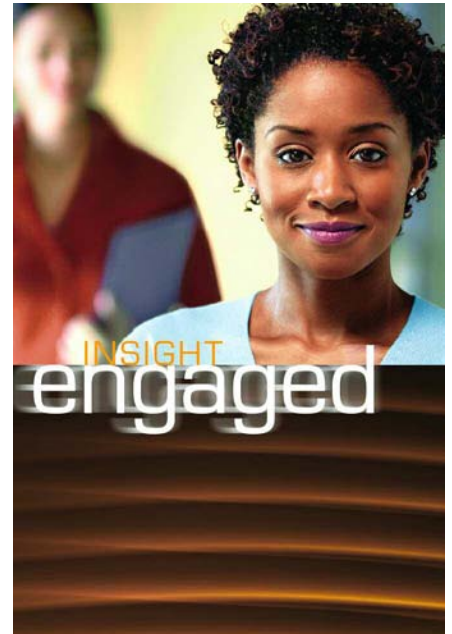
The Facilitator Report can be used to customize *Time Mastery Profile* training or coaching sessions based on the job importance and self-assessed skill level of participants. The Group Skills Gap Analysis graphically portrays group data, pinpointing those categories that need the most attention. Participant data is presented anonymously for discussion purposes as well as by name for facilitator use.

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