

Time Mastery

Have you ever found yourself saying, "I need more time"? And then you realize you have all the time there is - 168 hours per week. It is not the hours but the choices that cause the stress and frustration for many of us. The Time Mastery Profile is a great tool to help individuals and team get a clear picture of where they are in the race for time and how they can make better choices.

This 10 credit profile is the second most popular instrument in the Inscape product line, second only to DiSC Classic. It is one of the most unique as well since it provides a complete workbook on the topic of Time Management. Think of it as a combination book, instrument, and action planning guide.

The Time Mastery Profile covers 12 essential categories of time management:

- Attitudes - Developing a "Can Do" attitude
- Goals - Establishing clear goals
- Priorities - Knowing what to do by prioritizing
- Analyzing - Analyzing my time use
- Planning - Mastering planning for effectiveness
- Scheduling - Knowing when to do things by scheduling
- Interruptions - Controlling interruptions
- Meetings - Improving meeting effectiveness
- Written Communication - Handling written communications
- Delegation - Increasing delegation strategies
- Procrastination - Conquering procrastination
- Team Time - Developing team time management

The respondent is presented with 5 statements in each of the 12 categories. A 5-point agreement scale provides a final score in each area. The resulting graph helps the respondent see a multidimensional picture of his or her time mastery. Additionally, the respondent is asked to rate the importance of each skill area to success on the job. This is a feature only available on EPIC. You will not find it in the paper instrument.

The skill and importance data provide a nine-box matrix identifying the categories of time mastery the respondent may wish to focus on first - high importance and low skill for example. Reference pages are provided for each of the 12 categories so the respondent can go directly to the section he or she wishes to work on.

In each of the 12 categories you will find tips for improvement and a well-structured action planning template.

The identification of skill and importance is a powerful feature of this instrument for both the individual user and the classroom instructor. As an individual user, I can focus my limited time of developing one or two skills that can give have the most impact on my life - personal and professional. As a classroom instructor, I can tailor my training to the needs of the group and not "waste time" in a time management course. Once the class

has completed the profile, use a flip chart or the facilitator report to determine which categories you will focus on during the class.

Time Mastery Facilitator Report

This 15 credit report provides you, the classroom trainer/facilitator, with four data sections based on job importance and relative self-assessed skill level of you group participant:

- Overview of priorities - A simple table listing the Highest Priorities, Secondary Priorities and Lowest Priorities of the group.
- Gap analysis table - The same nine-block matrix included in individual reports but based on group data
- Analysis by category - A chart for each of the 12 categories showing the names of group members by skill and importance ratings
- Time mastery level distribution - A graph showing the numbers of group members at each of the five time mastery levels.

If you have your participants complete the profile prior to coming to class you will save valuable classroom time and, with this report, be able to structure your presentation to target the needs of the group.

Facilitator Tip - Identify the Time Champions based on the group report and ask them to mentor others in the group. Invite participants to sign up for a 14 week follow-up email campaign after completing the profile. Call for a complete class sign-up.