



# Time Mastery Profile<sup>®</sup>

## Helping People Maximize Their Time

Setting priorities and managing time are basic to enhancing individual and organizational performance. The pressure to find innovative ways to achieve goals, stay ahead of the competition, respond quickly to customer needs, and enjoy life outside of work is increasingly intense in today's less structured, information-driven workplace. Meeting the daily challenges of managing professional and personal responsibilities requires a learning strategy that focuses on individual needs.

### Create More Time in the Day

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 employees began to devote more time to completing critical tasks. The advantages of effective time management include

- the ability to accomplish more each day
- the ability for departments and teams to meet project deadlines
- the ability to serve more customers without added staff, equipment, or office space
- the ability of managers to spend more time pursuing opportunities and less time doing paperwork and attending meetings





## Tap into a Powerful Tool for Self-Assessment

The *Time Mastery Profile*® is a unique tool that provides people with a complete self-directed assessment of their current time management effectiveness. The instrument comprises 60 statements that describe employees' time-related behavior in 12 categories: Attitudes, Goals, Priorities, Analyzing, Planning, Scheduling, Interruptions, Meetings, Written Communications, Delegation, Procrastination, and Team Time.

## Transform Self-Awareness into Results

The *Time Mastery Profile* includes a workbook with practical tips to help employees improve their time management skills in 12 key categories. The workbook supplies a detailed framework for a personal action plan under each of the 12 headings.

Written in contemporary language for all levels of the organization, the *Time Mastery Profile* is comprehensive and fast. Most people need less than one hour to take the first steps toward more effective management of their time.

## Related Products

The *Time Mastery Profile* Facilitator's Kit provides everything trainers need to administer the *Time Mastery Profile* in facilitated sessions. The kit includes research and technical background, a fully scripted seminar, presentation materials on CD-ROM, and two profiles. Contact your Inscape Publishing Authorized Distributor for details.

## Inscape Publishing

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