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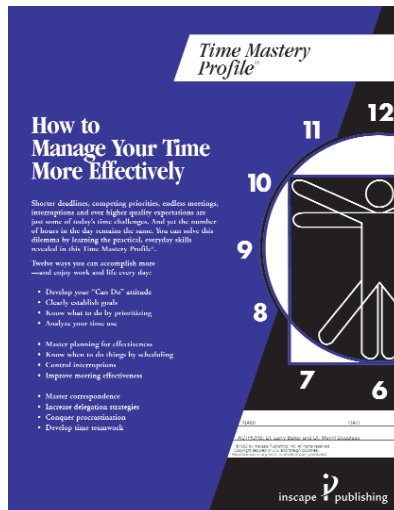
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# Time Mastery Profile®

## Helping People Maximize Their Time



Twelve ways to accomplish more — and enjoy work and life every day

Setting priorities and managing time effectively is basic to enhancing individual and organizational performance. The pressure to find innovative ways to achieve goals, keep abreast 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 designed to meet individual needs.

### 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 critical tasks.

The advantages of efficient time management are significant:

- Employees can squeeze more tasks into every work day.
- Departments and teams can meet project deadlines more easily.
- Your organization can serve more customers without adding staff, equipment, or office space.
- Managers can spend more time pursuing opportunities — and less time struggling with paperwork or attending unproductive meetings.

### Applications:

- Employee Development
- Personal Development
- Meeting Management
- Increased Organizational Effectiveness
- Reduced Stress
- Work/Life Balance

### Application Tip:

Managing ourselves means learning new habits. To change your habits, you must first identify them. How do you spend your day? What takes up most of your time? Are you doing things that are important? By identifying these things, you can begin to maximize your time and understand what to let go. Integrating the *Time Mastery Profile*® into FranklinCovey® training programs provides a foundation for understanding your habits and identifying what is important.

# Time Mastery Profile<sup>®</sup> (continued)

## A Powerful Tool for Self-Assessment

The *Time Mastery Profile*<sup>®</sup> is a unique tool that provides people with a complete, self-directed assessment of their current time management effectiveness. The instrument is comprised of 60 statements that describe employees' time-related behavior in 12 categories.

### Attitudes

Committing to personal control

### Goals

Focusing on objectives rather than activities

### Priorities

Putting first things first by defining relative importance

### Analyzing

Personal time patterns and opportunities for improvement

### Planning

Six questions to ask when allocating time and work

### Scheduling

Deciding when to do what you've planned

### Interruptions

Minimizing and managing uncontrollable events

### Meetings

Making meetings shorter and more productive

### Paperwork

When and how to dump it, delegate it, do it, or delay it

### Delegation

Horizontal and vertical sharing of work, authority, and accountability

### Procrastination

Learning to stop postponing the inevitable

### Time Teamwork

Mastering time in an era of teams and workgroups

## Built-In Implementation Workbook

The *Time Mastery Profile* includes a workbook that helps transform self-awareness into results. Practical tips help employees improve their time management skills in 12 key categories. Finally, the workbook supplies a detailed framework for a personal action plan under each of the 12 headings.

Several instructional design features make the *Time Mastery Profile* unique:

- It is written in **plain, contemporary language** for staff and line personnel at every level of your organization.
- It's a **comprehensive and friendly** tool that enlightens without being condescending.
- The *Time Mastery Profile* is **fast**. Most people need less than an hour to take the first steps toward more effective management of their time.

### Common Workplace Issues. Uncommon Results.

Individual differences are key to the success of your organization. Yet these vital differences can also lead to common workplace issues. Stress. Conflict. Low productivity. Ineffective leadership. Resistance to change.

So how do you solve common problems among unique individuals? With Inscape Publishing's self-directed learning instruments. Our tools are based on the belief that individual awareness is key to organizational success. Organizations like yours use Inscape's resources to provide a common language, helping people capitalize on differences to achieve uncommon results.

## 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.