

## Time Mastery Profile®

The *Time Mastery Profile*® helps people understand how they think about and use their time. This understanding is the foundation for changing behaviors and attitudes surrounding time management.

### Individual Insights

**Insight Into Personal Work Habits:** Help people identify and understand their time-management strengths and growth areas.

- Understand the roots of undesirable habits
- Recognize the most important liabilities in work habits
- Understand how your time is currently spent and misspent
- Develop a new perspective for organizing thoughts about time management

**A Process to Improve Self-Management:** Help people develop strategies and techniques to develop more efficient, productive work habits.

- Understand and manage your work flow better
- Prioritize development efforts
- Learn general tips or behavioral changes for effective time management
- Discover the most efficient, promising path to improving work habits
- Increase confidence and drive to change habits

### Interpersonal Insights

**A Common Language to Understand and Discuss Time Management:** Help people develop a language through which they can efficiently and accurately discuss time management.

- Organize thoughts about time management
- Use common terminology to discuss work habits with others
- Create performance discussions that are less personal and more objective

**Dialogue About Differences in Time Management:** Help people create a forum in which they can discuss personal and group work habits.

- Discuss personal frustrations without fear of causing offense
- Become more receptive to hearing feedback
- Help your organization to redefine the work culture
- Understand how group time (e.g., meetings, team time) is used inefficiently
- Adapt your behavior to better suit the needs of all group members
- Agree on policies that affect individual and group time