

# Welcome to the *Time Mastery Profile*<sup>®</sup>



CWRU Human Resources

Professional Development Center

inscape  publishing

# What Is Time Management?



- Improving attitudes
- Setting goals
- Establishing priorities
- Analyzing
- Planning
- Scheduling
- Curbing interruptions
- Improving meetings
- Handling written communications
- Delegating
- Conquering procrastination
- Team time management

# Time Management



- A brief overview of the assessment and workshop
- Explore some common challenges
  - Attitudes
  - Priorities
  - Meetings

# Program Purpose






- Examine how you manage your time during the day.
- Identify ways that you use time effectively and ineffectively.
- Determine specific ways you can improve your time management.

# Benefits



## Time Management can:

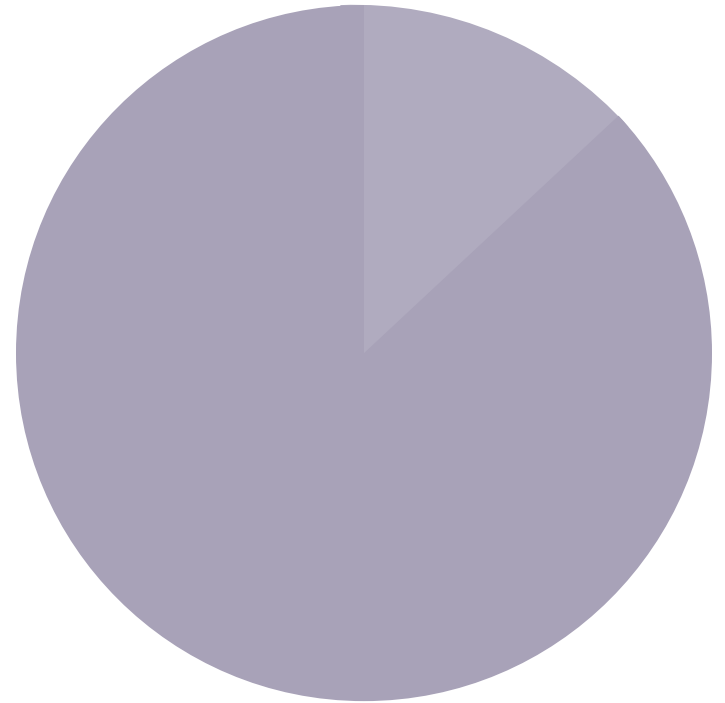
---

-  Help you increase your productivity on the job and at home.
-  Help you enhance the quality of your work with less stress.
-  Give you a sense of personal satisfaction and accomplishment.

# Seminar Components



- *Time Mastery Profile*®
- Your personalized results
- Short readings and activities
- Case studies



# Time Mastery Levels



**Total Score: 157**

Your Overall Time Mastery Level		
Score	Level	What it Means
60-79	I – Beginning Time Mastery	You have limited understanding of managing time. You have many opportunities to develop your skills.
80-115	II – Improving Time Mastery	You have an improving but limited understanding of time management. Skill development remains a high priority.
116-185	III – Intermediate Time Mastery	You have basic knowledge and skills for managing time. Some areas need continued development.
186-221	IV – Competent Time Mastery	You have strong knowledge and skills for managing time. You're on your way to becoming a Time Master.
222-240	V – Excellent Time Mastery	You are a Time Master. You are ready to actively share your knowledge and skills about time management.

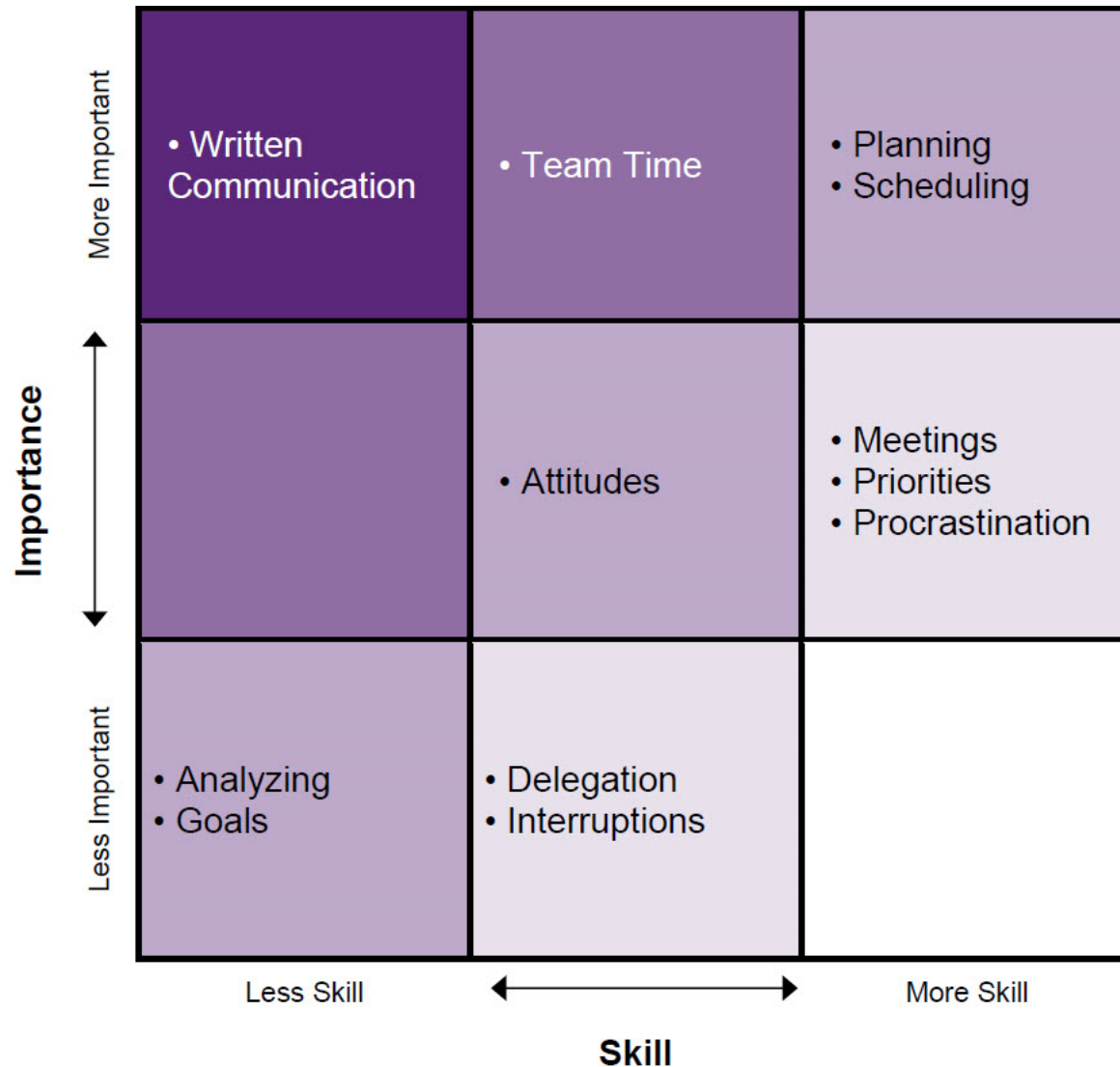
# Time Mastery Graph



Your Time Mastery Profile® Graph																
Category\Level	I		II			III						IV			V	
Attitudes	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Goals	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Priorities	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Analyzing	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Planning	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Scheduling	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Interruptions	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Meetings	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Written Communication	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Delegation	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Procrastination	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Team Time	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20



# Skills Gap Analysis

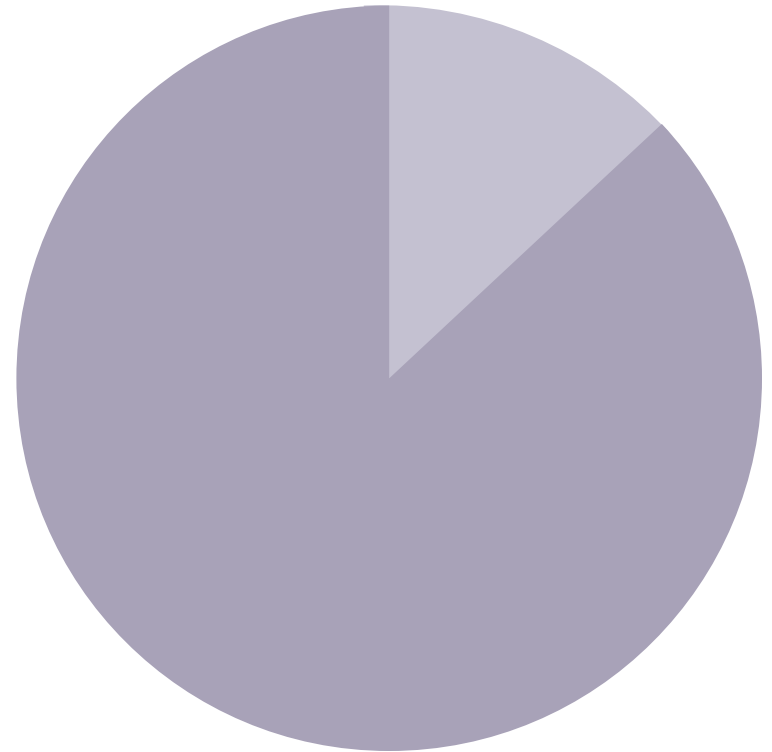


# Time Mastery Control



■ Which time mastery categories can you control the most?

■ Which can you control the least?



# Improving Attitudes



# Attitude About Environment



External

Internal



I can control nothing in my environment.

I can control a few things in my environment.

I have control over a lot of things, but there are many things I have no control over.

I can control most of the things in my environment.

I can control everything in my environment.

# Establishing Priorities



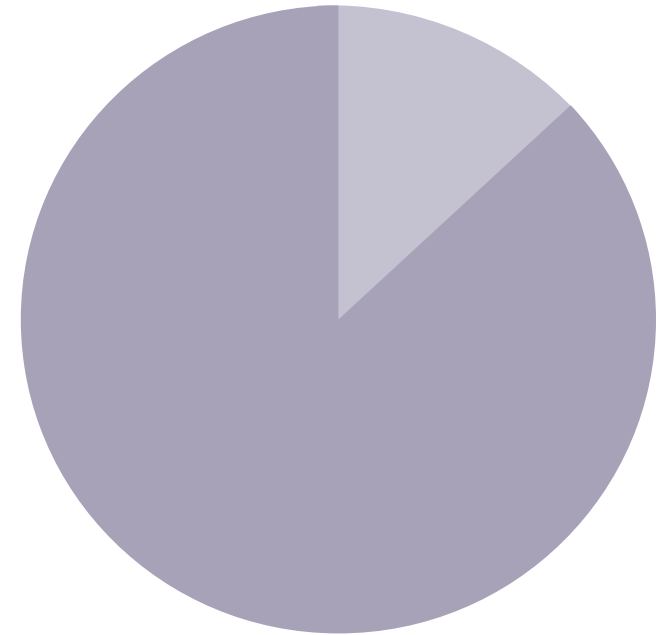
# Allocating Our Time



# Lesson Objectives



- Recognize characteristics of effective prioritization
- Distinguish between important and urgent priorities
- Develop an action plan for setting priorities

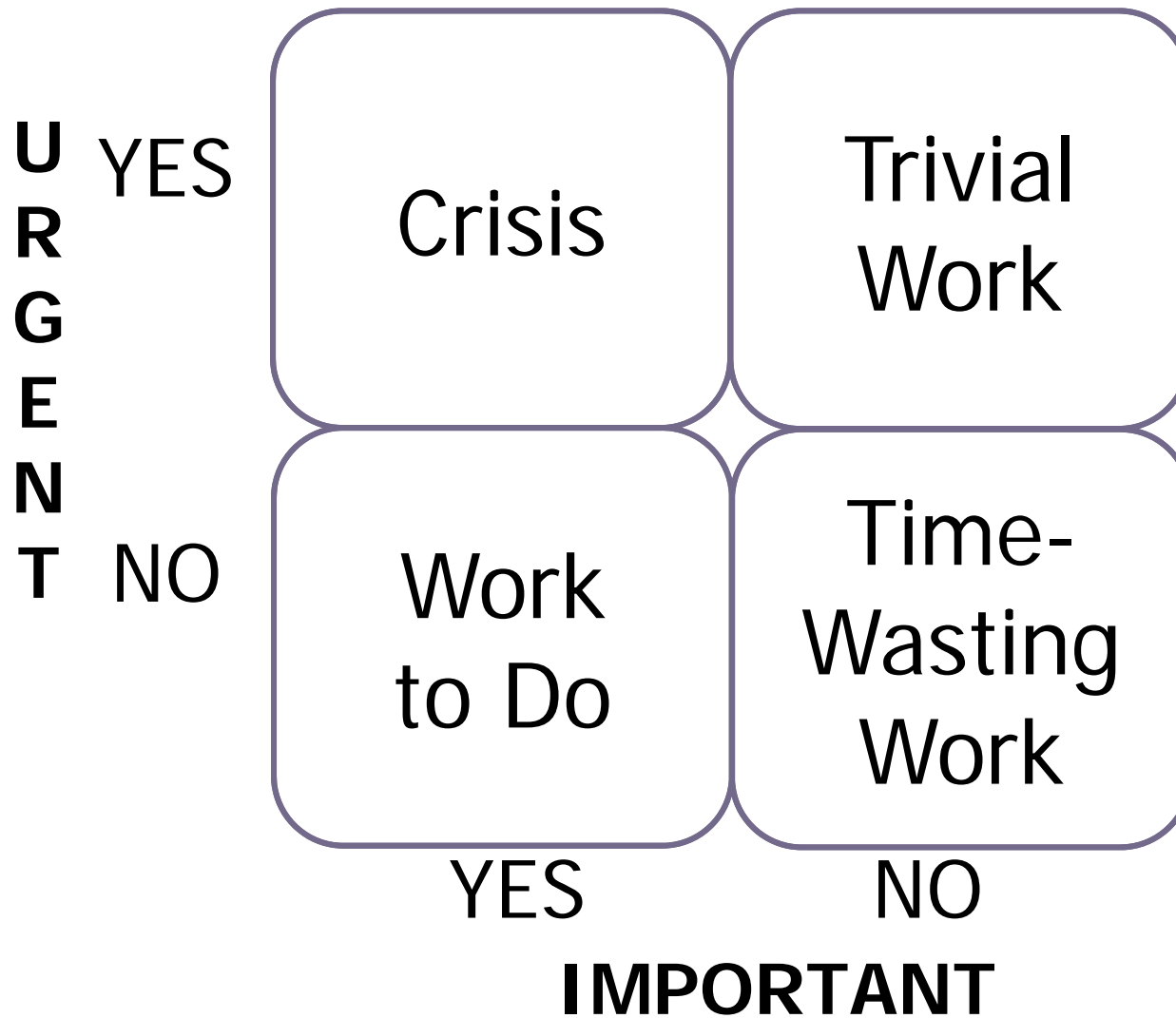


# Effective Prioritization





# Urgent vs. Important



# Important Things First



■ Important activities help you achieve your goals



Just because something is urgent doesn't mean it's important.

# Saying "No"



- Use your schedule
- Tell them why not
- Be honest, but firm
- Provide options
- Know why before saying "yes"
- Don't feel obligated

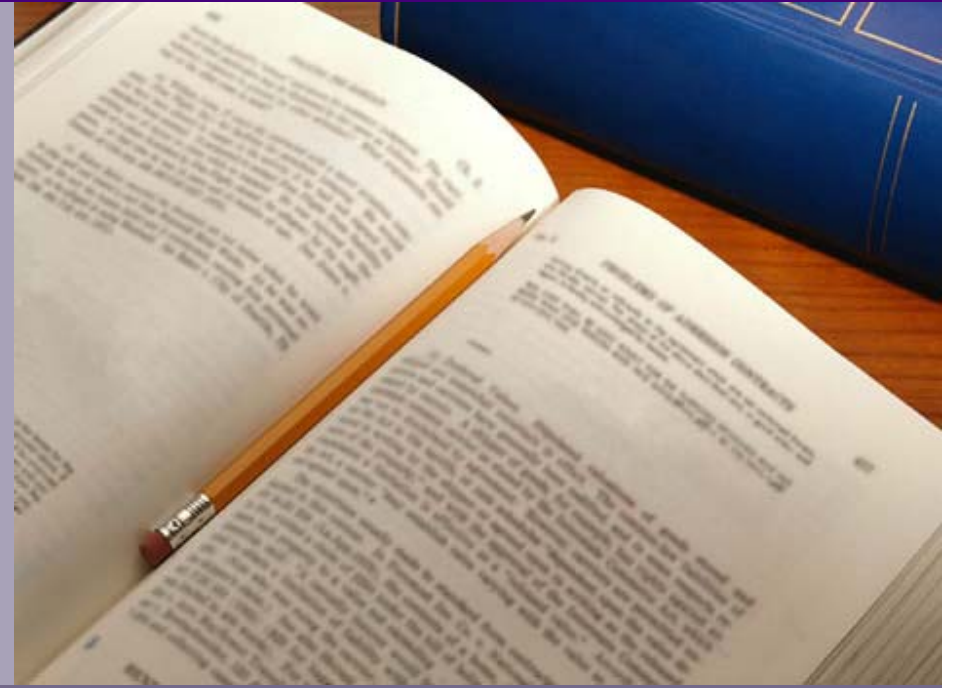


You may be surprised at how reasonable people can be when you turn down their requests.

# Case Study



Handout:  
*Sorting Things Out*



- Read the case study in your table groups
- Discuss the questions
- Select a spokesperson

# Sorting Things Out



- What should be Neil's priority?
- How should he respond to requests?
- What are key issues?
- What can we learn about good time management from this?

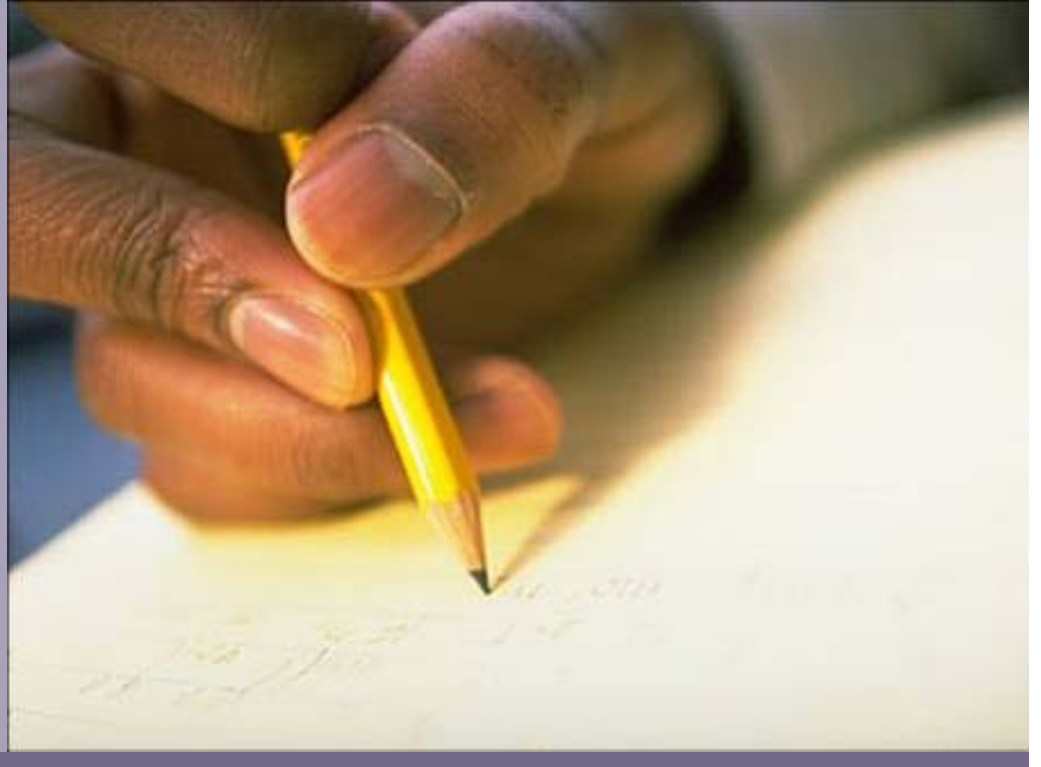


# Pareto Principle



“Eighty percent of our activities produce 20 percent of the results, while only 20 percent of our activities produce 80 percent of the results.”

# Reflection



# Improving Meetings





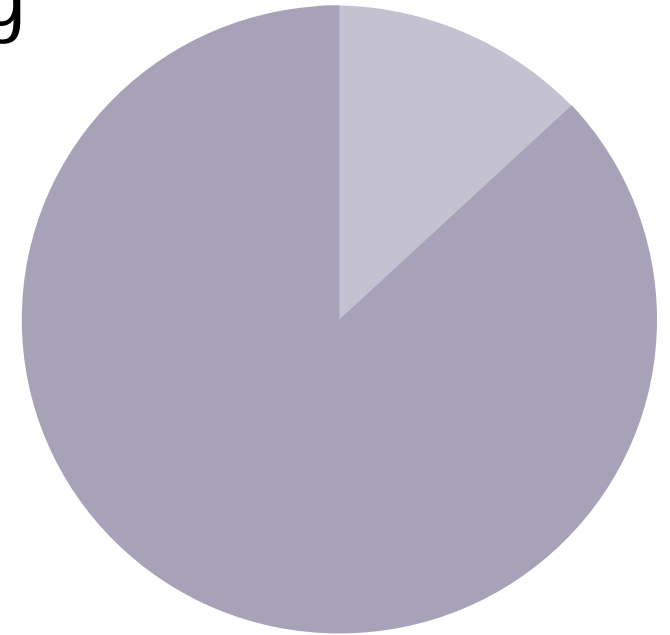
# Waste of Time?



# Lesson Objectives



- Learn guidelines for planning productive meetings
- Recognize the importance of following an agenda
- Identify ways to follow up meetings efficiently
- Develop an action plan to improve ability to hold productive meetings



# Effective Meetings



- Plan and organize
- Who, how many?



Although meetings are notorious time-wasters, they are also easy to control.

# Meeting Planner



**NATURE:** Objectives, purpose, or intended results of meeting.

**EXPECTATIONS:** Who should come? What will each person contribute?

**AGENDA:** What is the best way to accomplish intended results?

**TIME:** What day? When to begin? When to end? Where to meet?

# Effective Meetings



- Plan and organize
- Who, how many?
- Prepare an agenda



Although meetings are notorious time-wasters, they are also easy to control.

# Meeting Agenda



Attendees:					
Date:					
Time:					
Location:					
Topic	Who Covering	Length	Action Needed	By Whom	Due
Next meeting we can be more effective by:					
Next Meeting Date:					

# Effective Meetings



- Plan and organize
- Who, how many?
- Prepare an agenda
- Stay in control
- Take minutes
- Follow up



Although meetings are notorious time-wasters, they are also easy to control.



# Meeting Follow-up



<b>WHO</b> Person Receiving Assignment	<b>WHAT</b> Nature of Assignment	<b>WHEN</b> Due Date of Assignment



# Effective Meetings



- Plan and organize
- Who, how many?
- Prepare an agenda
- Stay in control
- Take minutes
- Follow up
- Critique

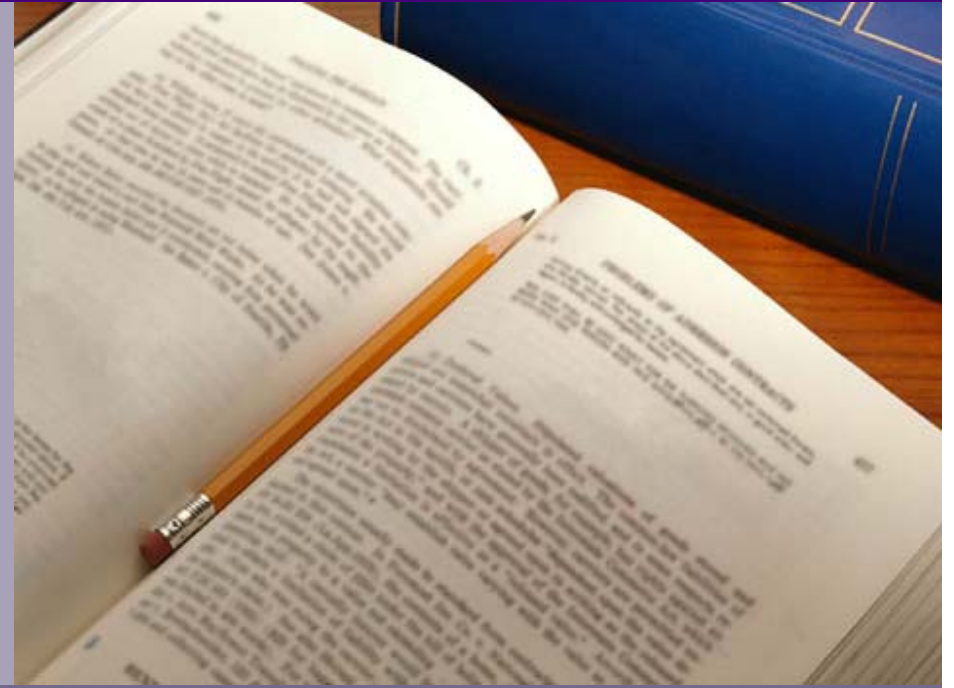


Although meetings are notorious time-wasters, they are also easy to control.

# Case Study



## Handout: *Budget Meeting*



■ Read the meeting notes

■ Discuss the questions with your table group

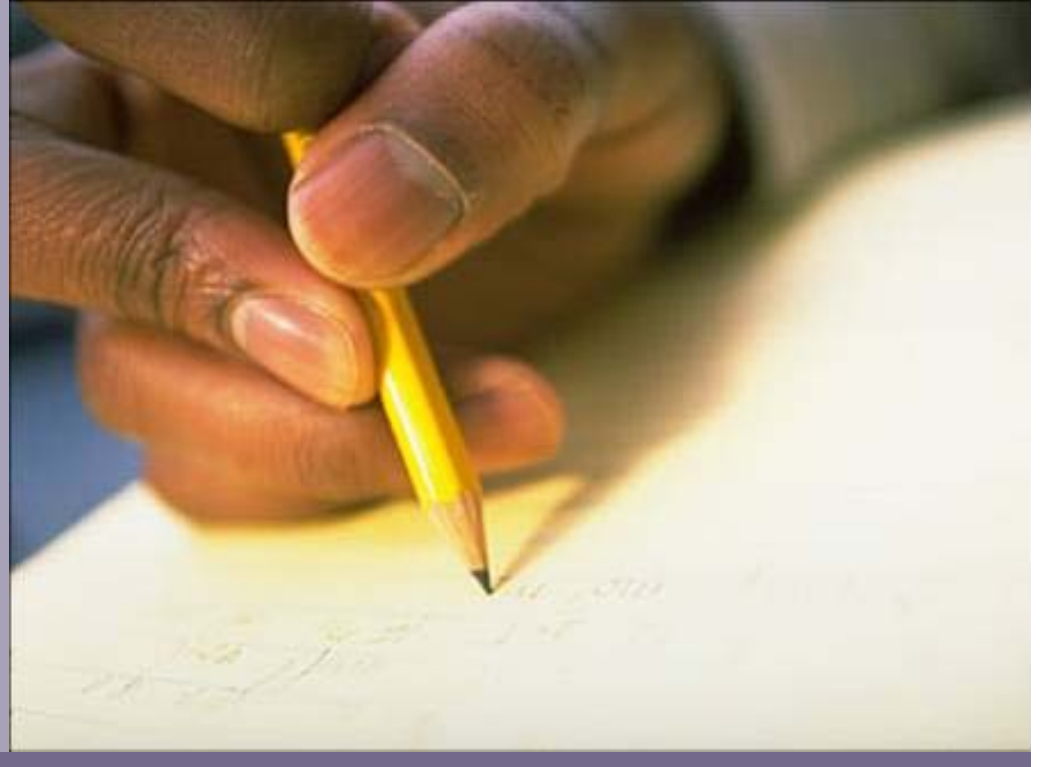
# Budget Meeting



- What went wrong?
- Who was responsible?



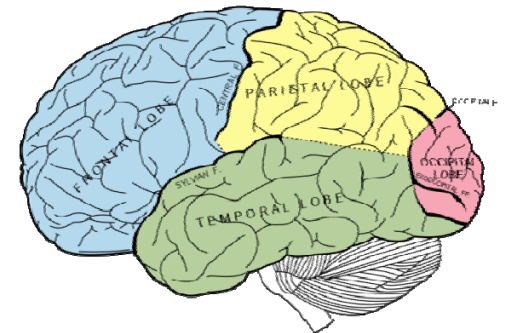
# Reflection



# Time and Switch Cost



- New behaviors mean a change in how you think and act
- Intention must be connected to action for change to occur
- Changing behavior places considerable demands on precious brain resources



# Managing Switch Cost



- What to look for? Prepare your brain for:
  - Decrement in performance
  - Slower
  - Mistakes
  - Less proficiency
  - May be wrong
- Roadblocks = change
- Have a plan
  - Backwards inhibition



# Where Do We Go From Here?





# Review



- Improving attitudes
- Setting goals
- Establishing priorities
- Analyzing
- Planning
- Scheduling
- Curbing interruptions
- Improving meetings
- Handling written communications
- Delegating
- Conquering procrastination
- Team time management



# Reflection



# Discussion



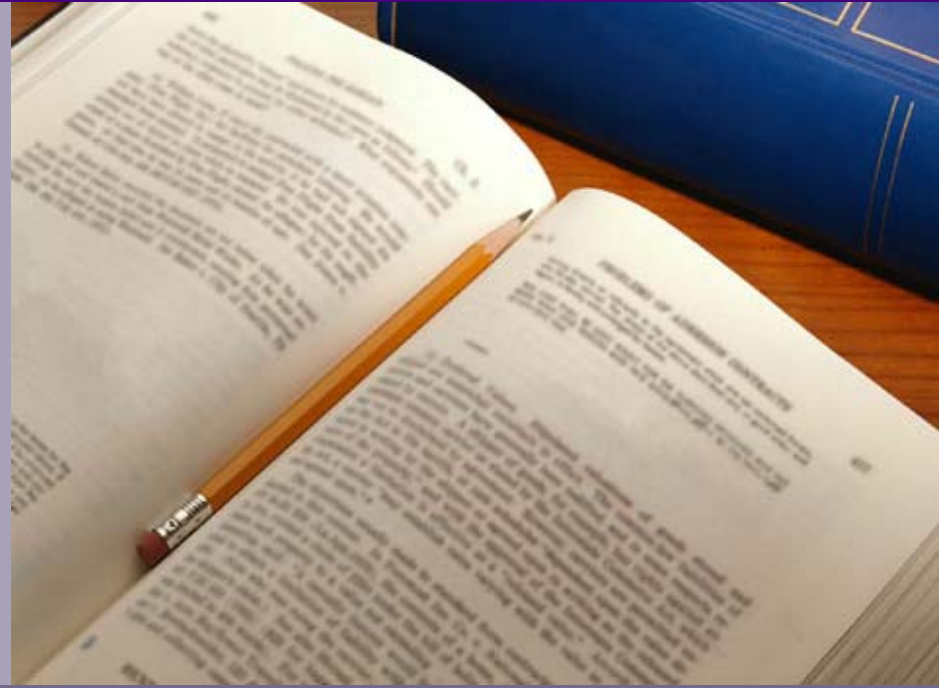
■ Share your action plans with your table group

■ Provide suggestions for each other

# Case Study



Handout:  
*My Own Worst Enemy*



■ Read the case study

■ Answer the questions

# My Own Worst Enemy



- What went wrong?
- Why is it hard to get started on improvement?
- What can you do to ensure follow through?
- What can you do to maintain momentum?



# *Time Mastery Profile*<sup>®</sup>



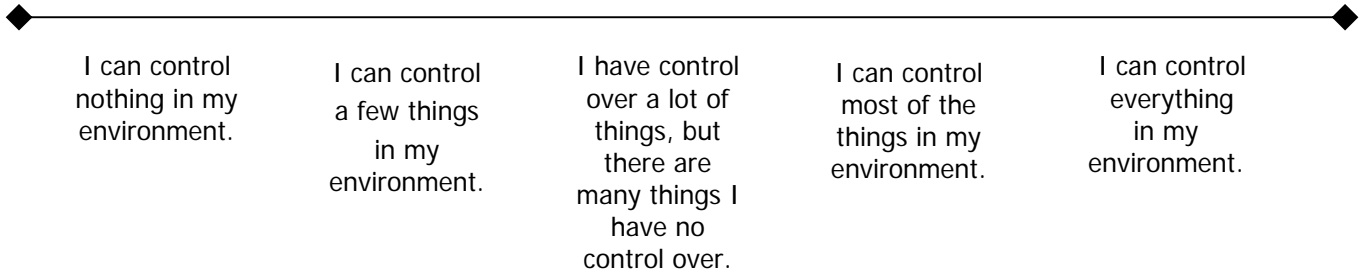
Thank You!



## Attitude About Your Environment

HO 3-1

What is your attitude toward control? Review the statements along the continuum honestly, then plot yourself on the line to represent how you feel about your environment today.





## Sorting Things Out

HO 5-2

Here's a common situation reported by Neil Larsen:

It's 9 a.m. I have just arrived at work. The phone rings. It's the chairman of my company; he rarely calls me directly. He wants a status report for his meeting with the Board next week but fails to specify a deadline. He suggests that the job is urgent since the information I provide him will be included in his overall report to the Board.

It's 9:30 a.m. My boss phones. Two assumptions have changed since I prepared my analysis last week — he wants my revised analysis.

It's 10:10 a.m. Mary Tompkins calls from Personnel. She can't process my new employee and allow him to begin work until she receives certain salary information along with his transmittal file. This is a company rule that I had forgotten.

It's 10:30 a.m. The assistant to the chairman calls me. He identifies an important but long-term problem that he wants me to solve within 24 hours.

In addition to these unexpected jobs, I have my usual daily routine ahead of me, plus three one-hour meetings. How do I sort this out?

### Questions

1. What should be Neil's priority?

---

---

2. How should Neil respond to these various requests?

---

---

3. What are the key issues involved in this case?

---

---

4. What can we learn about good time management from this case?

---

---

---



## Ways to Say "No"

HO 5-1

Use your schedule

Tell them why not

Be honest, but firm

Provide options

Know why before saying "yes"

Don't feel obligated





## Guidelines for Effective Meetings

HO 10-1

**Plan and organize the meeting**

**Decide who and how many will attend**

**Prepare an agenda and stick to it**

**Stay in control**

**Have someone take minutes**

**Prepare a follow-up action plan**

**Critique the quality of the meeting**



## Meeting Planner

HO 10-2

**NATURE:** Objectives, purpose, or intended results of meeting.

**EXPECTATIONS:** Who should come? What will each person contribute?

**AGENDA:** What is the best way to accomplish intended results?

**TIME:** What day? When to begin? When to end? Where to meet?



**Meeting Agenda**

HO 10-3

Attendees:

Date:

Time:

Location:

Topic	Who Covering	Length	Action Needed	By Whom	Due

Next meeting we can be more effective by:

Next Meeting Date:

**Case Study: Budget Meeting**

HO 10-5

- Attendees: Mr. Moore  
Mr. Davis  
Ms. Irons  
Mr. Wilson  
Ms. Lopez
- 10 a.m. Moore, Vice President of Marketing for Many Moore's Products Company, opens a meeting to discuss the marketing division budget for next year.
- 10–10:15 a.m. Irons says meeting can't start without Lopez. Wait for Lopez to arrive.
- 10:15–11 a.m. Moore outlines need for increasing the marketing research division's budget by 18 percent.
- Wilson questions the need for an increase and asks about the effectiveness of using last year's marketing dollars.
- Davis says he had to justify last year's budget and didn't come prepared to discuss input on sales.
- 11 a.m. Lopez is called out to attend another meeting.
- Moore emphasizes the importance of sales growth based on increased returns from increased sales and advertising budgets.
- 11:30 a.m. Meeting adjourns without completing budget. Another meeting to be held sometime in the next few days.

**Questions**

1. What went wrong with this meeting?

---

---

2. Who is responsible for the problems? Why?

---

---