



Time Mastery Profile[®]

Setting priorities and managing time effectively is basic to managing individual and organizational performance. The pressure to find innovative ways to achieve goals, pay attention to the competition, respond quickly to customer needs, and enjoy life outside of work is even more intense in today's less structured, information-driven workplace. Meeting the daily challenge of managing professional and personal responsibilities requires a learning strategy designed to meet individual needs.

Personal Assessment and Action Planning in One Time Management Resource

The *Time Mastery Profile*[®] is a unique tool that provides people with a complete, self-directed assessment of their current time management effectiveness. Learners then use the built-in workbook as a framework to develop customized strategies for skills improvement in twelve key areas:

- *Attitudes*
- *Goals*
- *Priorities*
- *Analyzing*
- *Planning*
- *Scheduling*
- *Interruptions*
- *Meetings*
- *Written Communications*
- *Delegation*
- *Procrastination*
- *Team Time*

The *Time Mastery Profile* also helps people to more effectively use planners, calendars, PDA's, and other time-management tools to accomplish more and find greater balance in their daily lives.

Put Time on Your Side

The *Time Mastery Profile* helps people in your organization:

- *discover their time-management strengths*
- *develop new skills for improved performance*
- *focus on priorities*
- *increase productivity*
- *meet customer needs*
- *respond to opportunities*
- *reduce stress*

Provided by:

TrainingLocation.com

(858) 485-8135

Individual • Team • Organizational
training & development materials

Authorized distributor for **inscape**  **publishing**