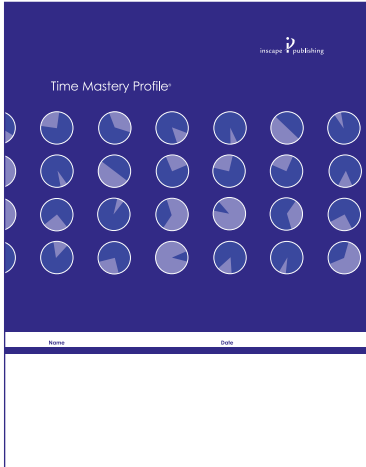


# TIME MASTERY PROFILE®



## Time Mastery Profile®

- DiSC®
- Change Management
- Coaching
- Communication
- Customer Service
- Sales
- Diversity
- Leadership
- Management Development
- Teams
- Time Management

## HELP 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:

- accomplishing more each day
- meeting project deadlines
- serving more customers without added staff, equipment, or office space
- spending more time pursuing opportunities and less time doing paperwork and attending meetings



## THE EPIC EDGE

delivers online learning

**INDIVIDUAL REPORT** The *Time Mastery Profile*® Individual Report includes a Skills Gap Analysis. This powerful feature shows how respondents rate their skill in each Time Mastery category as well as its importance to his or her job. This data helps respondents quickly determine where to focus their time management efforts for greater personal and professional success.

**FACILITATOR REPORT** The Facilitator Report can be used to customize *Time Mastery Profile* training or coaching sessions based on the job importance and self-assessed skill level of participants. The Group Skills Gap Analysis graphically portrays group data, pinpointing those categories that need the most attention. Participant data is presented anonymously for discussion purposes as well as by name for facilitator use.

**INSIGHT**  
is everything



### TAP INTO 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 comprises 60 statements that describe employees' time-related behavior in 12 categories:

- Attitudes
- Priorities
- Planning
- Interruptions
- Written Communications
- Procrastination
- Goals
- Analyzing
- Scheduling
- Meetings
- Delegation
- 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.



### INSCAPE PUBLISHING

The power to transform individuals, teams, organizations. Inscape pioneered the original DISC<sup>®</sup> learning instrument over three decades ago. Today, we continue to create innovative products and services that inspire, energize, and empower individuals. Available in 21 languages in over 40 countries, our extensively researched, time-tested resources create the opportunity for transformational experiences. We have helped more than 40 million people develop a deeper understanding of themselves and their relationships, discover their full potential, and realize greater success.

**INSIGHT**  
is everything



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