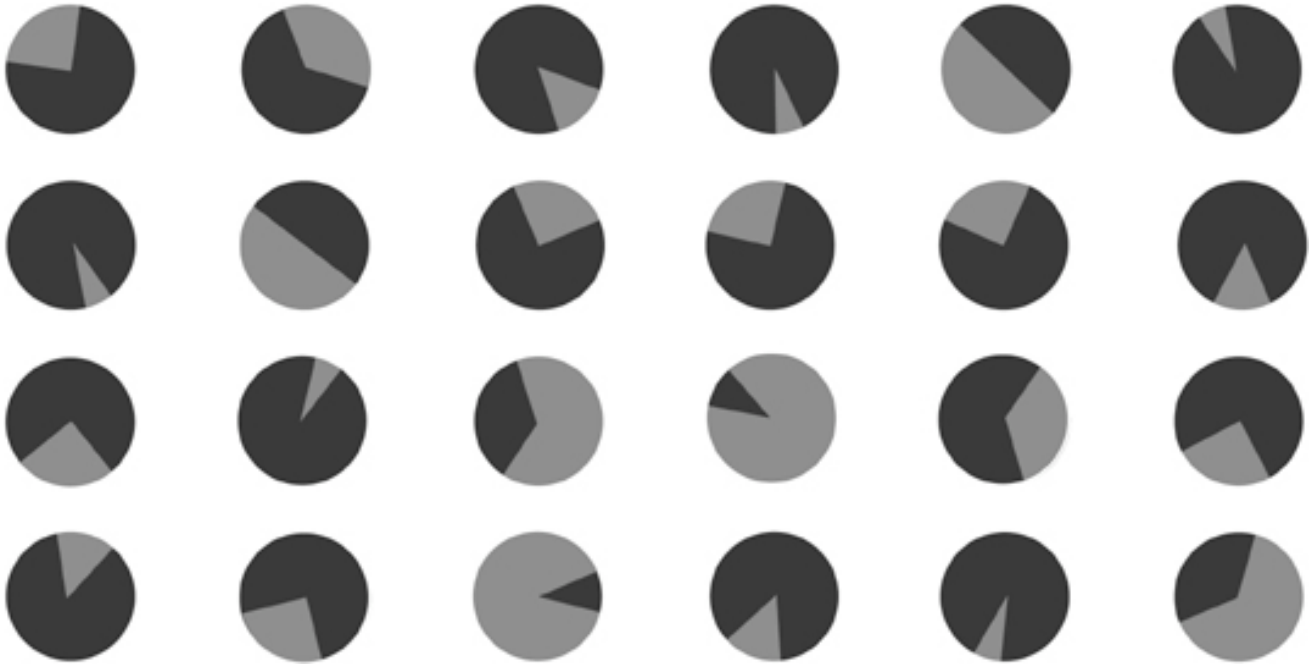


Time Mastery Profile[®]

Action Planning Seminar Handouts



THE TEAM[®]
APPROACH

The TEAM Approach[®]

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What is your attitude toward control? Take a moment for an honest self-analysis and consider the question seriously. Your answer will be a big clue to the likelihood that you will eventually be successful in controlling your time. Where do you place yourself on the external-internal continuum?

External ←—————→ **Internal**

I can control nothing in my life.

I can control a few things in my environment.

I can control most of the 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 everything in my life.



Goals

A well-clarified goal is: Specific – Measurable – Achievable – Realistic – Timed

Describe Results to be Achieved	Target Date	Evaluation of Achievement



Project Record					
Number	Priority	Project	Assign Date	Due Date	Time Needed



Daily Time Record Log

HO-7

Daily Time Record Log					
Name _____ Day _____			Date _____		
Time	Activity	Importance	Interruptions		
			Phone	Other	Nature
7:00		1 2 3 4 5			
		1 2 3 4 5			
7:30		1 2 3 4 5			
		1 2 3 4 5			
8:00		1 2 3 4 5			
		1 2 3 4 5			
8:30		1 2 3 4 5			
		1 2 3 4 5			
9:00		1 2 3 4 5			
		1 2 3 4 5			
9:30		1 2 3 4 5			
		1 2 3 4 5			
10:00		1 2 3 4 5			
		1 2 3 4 5			
10:30		1 2 3 4 5			
		1 2 3 4 5			
11:00		1 2 3 4 5			
		1 2 3 4 5			
11:30		1 2 3 4 5			
		1 2 3 4 5			
12:00		1 2 3 4 5			
		1 2 3 4 5			
12:30		1 2 3 4 5			
		1 2 3 4 5			



Daily Time Record Log

HO-8

Daily Time Record Log					
Name _____ Day _____			Date _____		
Time	Activity	Importance	Interruptions		
			Phone	Other	Nature
1:00		1 2 3 4 5			
		1 2 3 4 5			
1:30		1 2 3 4 5			
		1 2 3 4 5			
2:00		1 2 3 4 5			
		1 2 3 4 5			
2:30		1 2 3 4 5			
		1 2 3 4 5			
3:00		1 2 3 4 5			
		1 2 3 4 5			
3:30		1 2 3 4 5			
		1 2 3 4 5			
4:00		1 2 3 4 5			
		1 2 3 4 5			
4:30		1 2 3 4 5			
		1 2 3 4 5			
5:00		1 2 3 4 5			
		1 2 3 4 5			
5:30		1 2 3 4 5			
		1 2 3 4 5			
6:00		1 2 3 4 5			
		1 2 3 4 5			
6:30		1 2 3 4 5			
		1 2 3 4 5			



1. What went right today? Why?
2. What went wrong today? Why?
3. What time did you start on your top priority task? Why? Could you have started earlier in the day?
4. What patterns and habits are apparent from your time log? What tendencies?
5. Did you spend the first hour of your day doing important things?
6. What was the most productive period of your day? Why?
7. What was the least productive period of your day? Why?
8. What accounted for most of your interruptions?
9. What were the reasons for the interruptions?
10. Which of these interruptions can be controlled, minimized, or eliminated?
11. What were your three biggest timewasters today?
12. How might you eliminate your three biggest timewasters?
13. How much of your time was spent on high-value activity?
14. How much of your time was spent on low-value activity?
15. What did you do today that could have been eliminated?
16. What activities could you spend less time on and still obtain acceptable results?
17. What activities needed more time today?
18. What activities could be delegated? To whom?
19. Beginning tomorrow, what will you do to make better use of your time?



Time Record Summary

HO-10

Time Record Summary			
Activities, Functions, Roles	Total Time	Percent of Time	Comments



Weekly Plan

Date _____

RESULTS/GOALS (what I plan to have accomplished by the end of the week)

--

Activities (required to accomplish objectives)	Priority	Time Needed	Day



Daily Plan

HO-12

Daily Plan			Date _____		
Item	Priority	Time Needed	Done		
			<input type="checkbox"/>	7:00	
			<input type="checkbox"/>	7:15	
			<input type="checkbox"/>	7:30	
			<input type="checkbox"/>	7:45	
			<input type="checkbox"/>	8:00	
			<input type="checkbox"/>	8:15	
			<input type="checkbox"/>	8:30	
			<input type="checkbox"/>	8:45	
			<input type="checkbox"/>	9:00	
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			<input type="checkbox"/>	5:15	
			<input type="checkbox"/>	5:30	
			<input type="checkbox"/>	5:45	
			<input type="checkbox"/>	6:00	
Notes:				Evening	



Working with Team Members Throughout the Organization

A: Team Members

1. Take time to discuss team effectiveness — how both/all of you can make better use of time.
2. Treat everyone with dignity and respect, provide support, and don't abuse or embarrass.
3. Don't constantly interrupt anyone throughout the day.
4. Provide the best possible office equipment and sufficient resources.
5. Encourage other people to deal directly with your assistant for things he or she can handle.
6. Don't expect a shared assistant or employee to resolve the problems and dilemmas of working for multiple bosses — that's your responsibility.
7. Ask what you're doing that others could do instead.
8. Take time to provide good instructions, use effective feedback techniques, and allow for initiative.

B: Support Staff, Secretaries, and Administrative Assistants are team members too.

1. Consider your administrative assistant an important member of your team, and include him or her in meetings, training, and development programs.
2. Discuss objectives, priorities, and plans with your administrative assistant daily. Do it first thing in the morning.
3. Discuss problems and ideas with your administrative assistant. Ask for his or her ideas, suggestions, and opinions.
4. Ask your administrative assistant to help organize you and your office procedures and to handle your schedule.
5. Tell your administrative assistant where you're going, how you can be reached, and when you'll return.
6. Hire the best, expect the best, pay the best.
7. Ask your administrative assistant how you could manage your time better and how he or she could help you manage your time.
8. Ask your administrative assistant how and when he or she would like to receive dictation and handle the mail, telephone calls, visitors, meeting calendars, filing, etc.
9. Ask your administrative assistant what he or she would like to know about your business, projects, objectives, and priorities.
10. Protect your administrative assistant's time as much as your administrative assistant protects your time.



Improving Team Time Log

Ask others the following questions often:

1. Are there ever situations when we're working together that our time isn't as productive as it could be? How could we improve our time management in these situations?

2. What can I do to help you use your time more effectively and increase your productivity?

3. Record the response you get and determine what you can do to improve the team's time.

I will:
