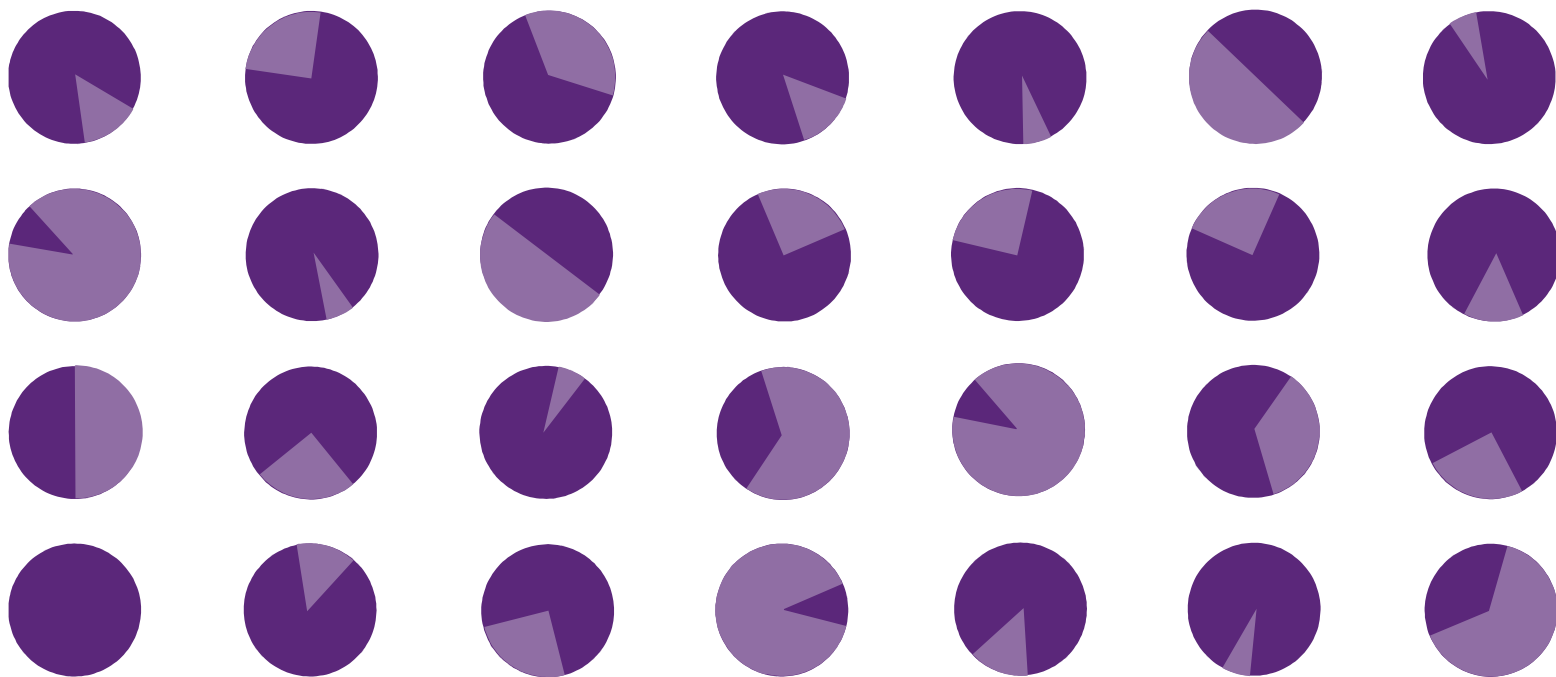


Time Mastery Profile®

Individual Report



Respondent Name

Sunday, August 14, 2011

This report is provided by:

Arshiaam Management Group

Postal Code: 14477-84451

Tehran / Iran

Tel: +98 21 88250394

Fax: +98 21 88264947

info@arshiaam.com

www.arshiaam.com





Changing Habits and Building Action Plans

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How much do you really want to change your work habits? Desire is the key to success or failure. In order to change long-established habits, you must want to change. Some habits are relatively easy to change; others can be extremely difficult. A single behavior becomes a cue for another behavior, which in turn may be a cue for still another. In this way, you develop habit sequences that form vigorous modes of patterned behavior.

How long does it take to replace a poor time usage habit with a better time mastery habit? Many of your work-related habits can be successfully changed in three days to three weeks. To eliminate your self-defeating habits and replace them with self-reinforcing habits, try the following approach.

- 1. Identify the habit you want to change.** In order to pinpoint the precise behaviors you wish to change, you will have to analyze many of your behaviors and the situations where they occur. Carefully examine your assumptions to see if any of them are holding you back from achieving the change you desire. The more you know about what you do, when you do it, and why you do it, the easier it will be to identify the habits that are detrimental.
- 2. Carefully define the new habit you wish to develop.** Use the Action Plan questions in each Category to record what you want to change and then to describe the new habit you plan to adopt. Be honest with yourself. Gather the information you need to implement the change and visualize yourself in the new role. Develop a realistic action plan, and get started.
- 3. Begin the new behavior as strongly as possible.** Tell everyone about the new habit you want to develop. Set up a routine to go with your habit. Put signs in your office reminding you of the new behaviors. Remember the importance of cues and how habits are interrelated. If possible, change your environment to give your new habit some “fresh air” to grow in.
- 4. Do not stray from the behavior until the new habit is firmly established.** Many people practice a new behavior some of the time; some practice a new behavior most of the time; only a few practice a new behavior all of the time. Part-time application doesn't develop new habits — new habits come as a result of consistent and persistent practice.

You will be tempted many times to do things the old way. Resist these temptations. Some people rationalize deviations by saying, “Just this once won't matter.” The truth is that every time you stray, you must start over again. The more times you attempt to start over, the harder it is to change.

- 5. Ask other people to help you change.** Few of us make significant changes without the support of others. Think carefully about who might be able to help you. How can they help you best? What will you ask them to do? Building a strong support team around you makes new habits much easier to master.

Remember — focus on a few key areas first. Master these, then move on to a few more. Use the Skills Gap Analysis on page 5 and the questions on the next page to decide where to start.



Attitudes Time Mastery Profile®

Time is a paradox. We never seem to have enough time, yet we have all the time there is. The problem is not a shortage of time, but how we choose to use the time available to us. The key is to concentrate on the essentials, and ignore the nonessentials.



What You Think Is Critical

Research has shown that people respond in two primary ways to their environment. At one end are the “internals,” people who believe strongly that they can make a difference in their world. Although they may not be able to control everything, they believe they can at least have some mastery over the things that happen to them.

At the other end are the “externals,” people who believe they have no control or influence over the things that happen to them. They feel pushed around. They simply react to their environment and may complain about what happens to them.

The more you believe you can control, the more you will try to control, and the more you will control. Of course, there are certain situations that none of us can anticipate. However, letting the possibility of uncertain events govern our daily behavior is self-defeating. Most of us can probably control far more than we believe we can.



Avoid Regrets

Most of us have regrets about what we did or didn't do in the past. Regrets are just part of life. Having regrets is not necessarily bad, unless you let them hinder the future. In a way, regrets are unavoidable, no matter what you do. They often arise because your values change as you grow older.

There are two lessons we can learn from regrets. The first point is that some regrets are irreversible. We need to think carefully about what is really important. The second point is that some regrets are partially reversible. For

instance, if you regret not going to college, you can always choose to go later. But you can't go back to an earlier time or place and change things.

Whether reversible or not, we should never let regrets get in the way of moving forward. We should look back and learn from the past, but we must always realize that we are free to change the future.

You can master your time and your life. In doing so, you will accomplish more and gain more satisfaction from the things you do. You will feel more fulfilled, and the quality of your life will increase. Your time is your life, and as you master your time, you will create a better life.



Self-Discipline Pays Off

Most of us have discovered that there is a big difference between knowing what to do and doing it. We know the bridge between the two is called self-discipline, but we can't seem to cross it. Self-discipline can be the difference between those who achieve and those who only dream about it.

Self-discipline is the key to personal freedom. It releases us from the prison of our habits and allows us to fulfill our lives. In a world where we often feel we control nothing individually, self-discipline helps us define that part of the world where we can make a difference.

Where do we find that golden key known as self-discipline? Philosophers and poets, inventors and executives have searched for it throughout the centuries. They can tell us only that it comes from within. Each of us must find it for ourselves. We are the only ones who can unlock our potential and master time management techniques for ourselves.

Reflect on what you have just read about attitudes. Read the statements on the next page. Note ideas and actions to positively adjust your own attitudes.



Key Concepts About Interruptions

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- Interruptions are more manageable when you accept that they are part of your job.
- Keep a record of all your interruptions. Find out who interrupts you, when it happens, how long it lasts, and what it concerns. Look for patterns.
- Allow enough time for interruptions in your daily schedule.
- Keep interruptions short and you will solve half the problems.
- Suggest alternatives, such as email, voice mail, or fax.
- Bunch things together and handle several things in one visit, call, or email.
- Stand up when someone comes into your office or when you answer the phone. Standing up gives you a better position for controlling how long the interruption lasts. You can begin walking out of your office (or telling the caller you must go) to more quickly conclude the interaction.
- Rearrange your furniture so you don't face the door or the traffic flow.
- Get through the small talk as quickly as possible. Get right to the point and stay there.
- Set up quiet time when you won't be interrupted.
- In open work areas, turn down the level of telephone bells or ringers. Better still, try blinking lights instead of bells.
- Socializing is like aspirin. A little helps a lot, but too much can be harmful. Don't rationalize that all conversations are worthwhile.
- After the interruption, train yourself to go right back to the task you were doing. Don't use the interruption as an excuse to drift aimlessly.

My Action Plan to

Control Interruptions

The old habit(s) I want to change or eliminate:

The new habit(s) I want to develop:

Steps I will take to be sure I begin strongly:

Consistency and persistence are the only ways to develop new habits. To keep myself from straying from my new habit(s), I will:

Which people will I ask to help me, and what will I ask them to do?