

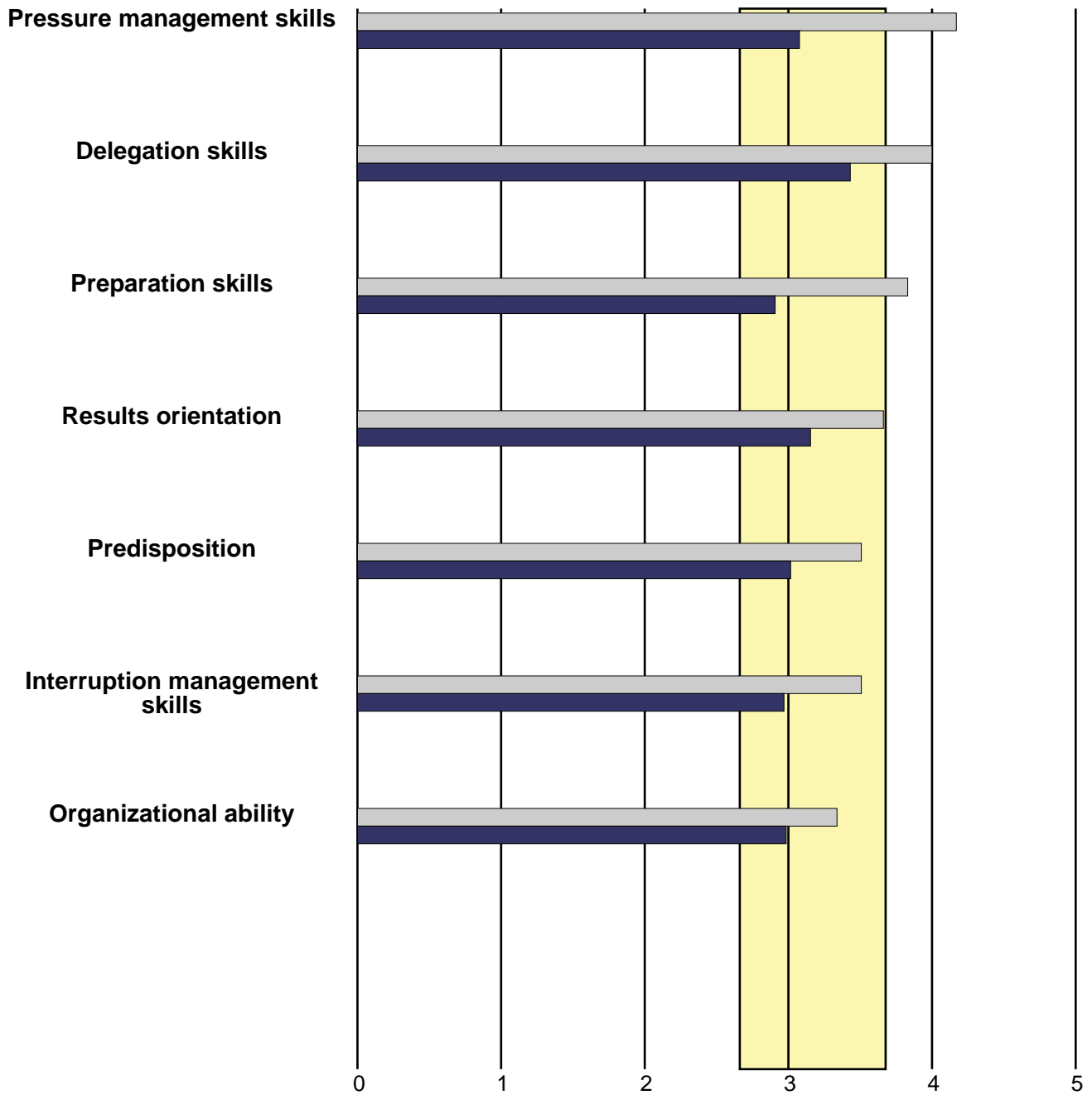
Time Management Effectiveness Self feedback report



Mary Sample

Monday, March 12, 2007

OVERALL SUMMARY



Self Norm

The above chart is sorted in descending order of summary scores. Norm bars shown on this chart are the progressive average aggregate scores of all individuals rating themselves on this questionnaire.

THE '10/10' REPORT

Top 10 development needs

		scores
Interruption management skills	3. Reserves a certain amount of time for "drop-in" visitors	2.0
Organizational ability	7. Limits their working time to a certain number of hours each day and no more	2.0
Results orientation	3. Is good at "skim-reading" any newspaper or magazine article for ideas	2.0
Results orientation	6. Doesn't deal first with urgent matters unless it is also important	2.0
Organizational ability	8. Is highly organized	3.0
Organizational ability	10. Likes to design time into their day to re-schedule or re-prioritize	3.0
Interruption management skills	10. Sees that interruptions are often a welcome break from over concentration	3.0
Pressure management skills	1. Doesn't get flustered or annoyed when people arrive late for meetings	3.0
Preparation skills	3. Maintains an effective filing system for their correspondence/e-mail etc.	3.0
Predisposition	4. Doesn't "bottle-up" their feelings or frustrations	3.0

Top 10 strengths

Pressure management skills	4. Avoids working late into the evening or on a weekend	5.0
Pressure management skills	5. Calmly re-prioritizes if they have got to wait for a delayed train, plane, appointment	5.0
Results orientation	8. Is effective in dealing with trivial matters quickly	5.0
Results orientation	11. Discovers the "root causes" of time wastage and finds ways to eliminate them	5.0
Results orientation	4. Easily recognizes the priority of important tasks even when they are not urgent	4.0
Organizational ability	12. Understands the limitations of themselves and those around them	4.0
Results orientation	1. Can typically get things done or achieve results at any time of the day	4.0
Pressure management skills	6. Does a lot of their best work under pressure	4.0
Pressure management skills	10. Sees taking things one step at a time as a good approach even when the pressure is on	4.0
Pressure management skills	11. Sees multiple calls upon their time as mere challenges to be managed	4.0

COURSE AND READING SUGGESTIONS

The following are general reading and course suggestions that may help you to better understand the two categories in which your scores were the lowest and to assist you in writing your development plan.

Organizational ability

Organizational ability looks at how well you generally maintain a healthy equilibrium in your life. This category asks the question "How effectively do you control your time to achieve a 'good' balance?"

Course Suggestions

- Organizing yourself
- Workload planning/scheduling
- Organizing resources
- Managing people/teams

Reading Suggestions

- The 15 minute organizer, Emilie Barnes, Harvest House, 1991
- Organize yourself, Ronni Elsenberg, IDG, 1997
- 500 Terrific ideas for organizing everything, Sheree Bykofsky, Budget Books, 1997
- Beyond time management-life balancing connections, Jane Petrick, ID, 1998

Other Suggestions

- Think about using a filofax or electronic organizer for the first time or more frequently
- If you feel comfortable to do so, talk to your direct supervisor/manager or a training and development specialist about personal training, coaching, and specific projects to improve your skills and other possible support they may be able to offer.

COURSE AND READING SUGGESTIONS

Predisposition

Predisposition looks at your base character predisposition, temperament or your internal drive levels. This category asks the question "how much do you feel the pressure of time or how hard do you drive yourself?"

Course Suggestions

- Personal discovery
- Relaxation methods/techniques
- Balancing work and home life
- Managing your personal energy

Reading Suggestions

- A passion for living, John Tickell, Craftsman Press, 1992
- Managing time-the essential managers manual, Robert Heller & Tim Hindle, DK, 1998
- Breathing space-living and working at a comfortable speed in a sped up society, Jeff Davidson, BSI-2000
- 30 days to a simpler life-Connie Cox and Chris Evatt, Plume, 1998

Other Suggestions

- Diary your time for a whole day or a whole week to better understand how to tackle your tasks, noting where periods of pressure or relaxation occur
- If you feel comfortable to do so, talk to your direct supervisor/manager or a training and development specialist about personal training, coaching, and specific projects to improve your skills and other possible support they may be able to offer.
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DEVELOPMENT PLAN

Use the space below to write out your personal development plan for the next 12 months based on your results. Draw upon the general improvement actions in relevant areas of the report and ideas that are suggested in the attached coaching tips.

Development Area: Reserves a certain amount of time for "drop-in" visitors		2.0	N/A	N/A
Action to Take:	Target Date:			
Development Area: Limits their working time to a certain number of hours each day and no more		2.0	N/A	N/A
Action to Take:	Target Date:			
Development Area: Is good at "skim-reading" any newspaper or magazine article for ideas		2.0	N/A	N/A
Action to Take:	Target Date:			
Development Area: Doesn't deal first with urgent matters unless it is also important		2.0	N/A	N/A
Action to Take:	Target Date:			
Development Area: Doesn't get flustered or annoyed when people arrive late for meetings		3.0	N/A	N/A
Action to Take:	Target Date:			