



## Time Mastery Profile

We all face a daily dilemma: Too much to do and not enough time to do it. Time management concerns how we resolve that dilemma. Time is the limiting factor, not activities. We must make tough choices about what to do and what not to do.

This assessment uncovers just what our time management challenges are and some of the solutions that can assist us in strengthening our weaknesses. Some of the areas covered include...

- Time Management is really how we self-manage
- Habits are the key to good time management for you, so what are your “bad/good” habits
- The first step may be to change your thinking of how to manage your time
- In order to change your habits, you must also identify them and own them