**Time and Productivity Management with activity workbook and personality assessment**

**Balance your work, life, and goals with self-assessment, personality identification case study and a personal activity workbook**

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# What you'll learn

* Develop personal plans and strategies to increase productivity, identify roadblocks that prevent you from being your most productive self.
* Innovative Methods for Effective Time Usage and determine how your natural tendencies affect your productivity and ways to work with your natural tendencies instead of against them.
* Self-Assessment of Time Management, stress management, work life balance and discover self-time management personality profile
* Strategies to allocate your time more efficiently and ways to create a productive and positive work environment.

# Requirements

* Dedication to improve time management and productivity
* If you want to make time for the things that matter in YOUR life

# Who this course is for:

* Any Individual who wants to do more
* Any Individual who wants to achieve more

# Description

Are you feeling overwhelmed, pressed for time, and you don’t know how you’ll squeeze another minute out of your day? You might be an employee who doesn’t feel organized, a manager or exec who is learning to handle your own work and be an effective leader at the same time, a working parent, or someone who has recently said one of the following:

**If you're someone who has a LOT on their plate and wants to find a system or process to handle it all, but who also craves downtime for yourself, this course is for you.**

If you’re ready to stop wasting time – and to take back control of your time – this is the course for you.

This course is going to be focused into three areas or sections. Each is designed to build on the other, but each lecture is labeled by concept clearly, so you will also be able to come back and hit specific topics that are most helpful for you.

make a dramatic improvement in your productivity.

In this course you’ll learn how to:

* Identify and create priorities to add more value
* Manage constraints that squeeze your options
* Create to-do lists that work
* Experiment with time management strategies
* Get organized –*for real this time!*
* Remove "time sucks" that rob you of productive time
* Create duration estimates that are realistic

**In short, you’ll do more and stress less.**

**Time is a finite resource, and perhaps our most valuable one.**In this digital age, our time and attention are being pulled in many more directions than ever before.  Mastering time management is essential to living a balanced and fulfilling life.

Most books and apps about time management and productivity claim to be the silver bullet, if you can just follow them.  However, they don't consider the fact that we're all different.  Not everything will work for everyone.  **In this course, we start with who YOU are, to build a system that works specifically for you.**

# **Section 1: A Personal Guide and workbook**

Objective

A Personal Guide and workbook to Manage your time and Productivity

Lectures

* Principles of effective time management

# **Section 2: Time Management and Personality Profile**

Objective

Discover self-time management personality profile

Lectures

* Time management personality profile
* Time management and DISC profile

# **Section 3: Productivity and Time Management tactics**

Objective

Discovering your personal productivity roadblocks, creating a task system, creating action plans for minimizing distractions and increasing focus.

The exercises ensure that you apply the content from the lectures in a practical and pragmatic way.

Lectures

* Project1: Self-Assessment of Time Management
* Project2: DISC Profiling and Time Management
* Project3: Self-Assessment of Work Life Balance

Workbooks

* WB1: Activity Workbook
* WB2: Time Management Effectiveness Profile

# **Downloadable Resources**

* Project1: Self-Assessment of Time Management
* Project2: DISC Profiling and Time Management
* Project3: Self-Assessment of Work Life Balance
* Workbook1: Activity workbook on Time Management
* Workbook2: Time Management Effectiveness Profiles

# Projects:

**Project 1: Time Management Self-Assessment**

Self-assessment of your Work patterns allows you to explore and evaluate the range of decisions you make each day with regard to time management. Managing time is a very complex process and self-assessment provides some measures of your strengths and weaknesses.

**Download the excel and score for yourself then analyse the pattern**

**Total for the ODD numbers minus the total for the Even numbers =**

**Understanding your Score**

Odd numbered items in the inventory reflect positive components of time management that can contribute to effective use of time. Even numbered items reflect negative components that can take away from effective time management. Therefore, if you have a positive total score, this indicates a proactive approach to managing time. If your score is negative, your time management strategies can be improved. However, remember that there is not one right way to manage time. You need to find the right approach for you that will allow for tasks to be completed on time, without necessitating a superhuman effort. It will also ensure that your stress level is reasonable.

**Initial Goals**

Look back to your completed self-assessment. Of the 20 items on the inventory, select five items that you feel are important issues for you. These may be typical behaviors that are currently detracting from you personal satisfaction and potential as a student. What would you like to chance for the better?

**Project 2: DISC Profiling and Time Management**

Our hard-wired DISC style does not explain everything about our views on time management. Our beliefs impact how we view time in general and how we view time management. For example, many of us have heard the saying, "time is money". There are others who believe time is about enjoying every moment. Our culture also impacts how we view time. What country and region we live in impacts our attitudes and values about time. There are some places where meetings are scheduled for 10:00 a.m. and expected to start on time. On the other hand, there are other places where meetings have a start time of "roughly 10:00 a.m."

We judge ourselves based on our intention, but we judge others based on their observed behaviors. For example, we scheduled a meeting at 10:00 a.m. with the expectation that it will start on time, and someone shows up late. We may see that as being disrespectful of others, but the person showing up late had to finish up a few things and did not view being late as disrespectful.

**Download the doc and score for yourself then analyse the pattern**

**How to score:**

Step 1: Identify the most relevant option in each row A/B/C/D

Step 2: Put the answer in the scoring sheet and sum the total of each columns D. I, S and C

**Please see below the analysis with Time Management**

D-styles and Time Management

D-styles are not afraid of jumping head first into the unknown. They want to start as soon as possible so tasks get done and they can move on. Non-essential details are wisely ignored or mistakenly overlooked. They also tend to have short attention spans, which can cause them to give up on a task when they are not seeing results quick enough. Ideas often take time to develop and D-styles get frustrated with the time it can take to generate ideas. Their lack of planning and rush to get things done quickly can result in mistakes and even completion of the task. D-styles multi-task, and may not realize the wasted time it takes to move from one project to another.

I-styles and Time Management

I-styles are excited and ready to go. They excel at building enthusiasm around them and getting others involved. Their optimism helps them approach tasks with a positive attitude, but it can also cause them to overcommit or overestimate their ability to accomplish tasks in a timely manner. I-styles are good at ignoring the non-essentials. They can also get easily side-tracked and disorganized. Follow-through and follow-up are behaviors that may not come naturally to the I-style. I-styles approach to time tends to be short-term with newer and more exciting projects to take on, even before they complete the current one.

S-styles and time management

The S-styles are slower to get started, unlike the headfirst approach of the D-styles and I-styles. S-styles want to complete the task by sticking to a plan. However, before starting the task, they want clearly laid out step-by-step instructions. Guidance and support are essential to getting things done. They remain focused and thrive on routine tasks. Since they plan each step, they can often overestimate how much time it actually takes to complete the task. Their long-term, yet persistent approach to getting things done, can get derailed when the unexpected happens.

C-styles and time management

C-styles approach tasks with an overriding desire to do it perfectly, without mistakes. They are highly disciplined and take a systematic approach to doing things. However, their attention to details and finding every mistake can cause the C-style to get bogged down and loose track of time. They feel the need to double-check and triple-check everything. C-styles prefer to focus on a long-term approach to getting things done. They want to take the time to get it right the first time. If it is not perfect, they may ask to do it over again.

**How to Use Extended DISC assessments in time management**

One of the strengths of the DISC assessment is we can reprocess the DISC results into specific and relevant reports. The specific information can help identify the person's natural style and how they tend to manage time and how they approach tasks. Once we have better self-awareness, then can make decisions on how we can better manage our time. Managers can also use the information to help distribute responsibilities, coach, and develop skills in their employees.

**Project 3: Self-Assessing Your Work-Life Balance**

The purpose of this assessment instrument is to heighten your awareness of the behaviors that are affecting your work-life balance. The quiz will also provide a means to rate your collective behaviors and present a score that can give you insight into your effectiveness in achieving work-life balance.

Here’s how to use this assessment questionnaire. For each question, circle the number that best describes your answer. If you don’t have an opinion or you feel you do not have sufficient data to draw an opinion, then mark “0” (No comment).

**Take the assessment now. It begins on page 3. When you have completed the questionnaire, return here.**

**Determining your score**

There are 45 questions. After taking the questionnaire, add all the numbers circled. Then divide by the total number of questions that did not receive a response of “0.” For example, if you did not mark a “0” for any of the 45 questions then divide the added numbers by 45. If you had marked two questions with a “0” then divide the added numbers by 43 (45-2=43). The suggested meaning for your final number, or work-life balance score, is described below. This score can fall within a very wide range of values from 0 to 5.

**Understanding your score**

* The first group of scores is in the range 4.0 to 5.0. This denotes “Good.” Your life is in good balance. Continue to consciously focus on maintaining that balance.
* The next group represents scores in the range of 3.0 to 3.9. A score in this range signals “Borderline.” Your life balance is borderline. Now is the time to take action before things have a chance to fester and get further out of control.
* The last group represents scores in the range of 0 to 2.9. A score in this range is considered “Poor.” Your life is out of balance. You need to take significant and immediate action to move towards your desired balance. Delaying making the needed changes will only make things worse.

Whatever your score, the over-riding factor is you and how satisfied you are with your work-life balance. For example, a low score does not necessarily mean that your work-life balance is unsatisfactory to you. You could be that proverbial scientist working into the wee hours every night on the hunt for a cancer cure—and loving your life.

You also have a strong sense of whether the state of your current work-life balance is temporary or represents something longer term. Over your lifetime, you can expect the integration of your work and non-work life to fluctuate widely. There may be times when those work-life balance speedbumps may, in fact, be okay with you and in your best interest at the time of fluctuation. Or the opposite, when work-life balance changes are not welcomed, and your wellbeing significantly suffers.

# Workbooks:

**WB1: Activity Workbook**

* Activity 1. This is me!
* Activity 2. Control and beyond control
* Activity 3. Me time! Personal reflection
* Activity 4. Reframing the to-dos
* How much do I do in a day?
* B. Activity groupings
* C. Daily format
* D. Weekly format
* Activity 5. My boundaries
* Activity 6. Putting it all together and making it sustainable

**WB2: Time Management Effectiveness Profile**

This questionnaire has been designed as a self-scoring, Time-Management Effectiveness assessment instrument that will help individuals make the most of their time-bank investment. As such, it is intended to provide a useful way for the individual to rate themselves in a number of competency areas widely considered to be relevant to managing time well.

This questionnaire is divided into seven segments that constitute an overall time-management “profile.” These are:

* Predisposition/Temperament
* Preparation
* Organizational Ability
* Stress Management
* Delegation
* Managing Interruptions
* Results-Orientation