Time Mastery Profile®
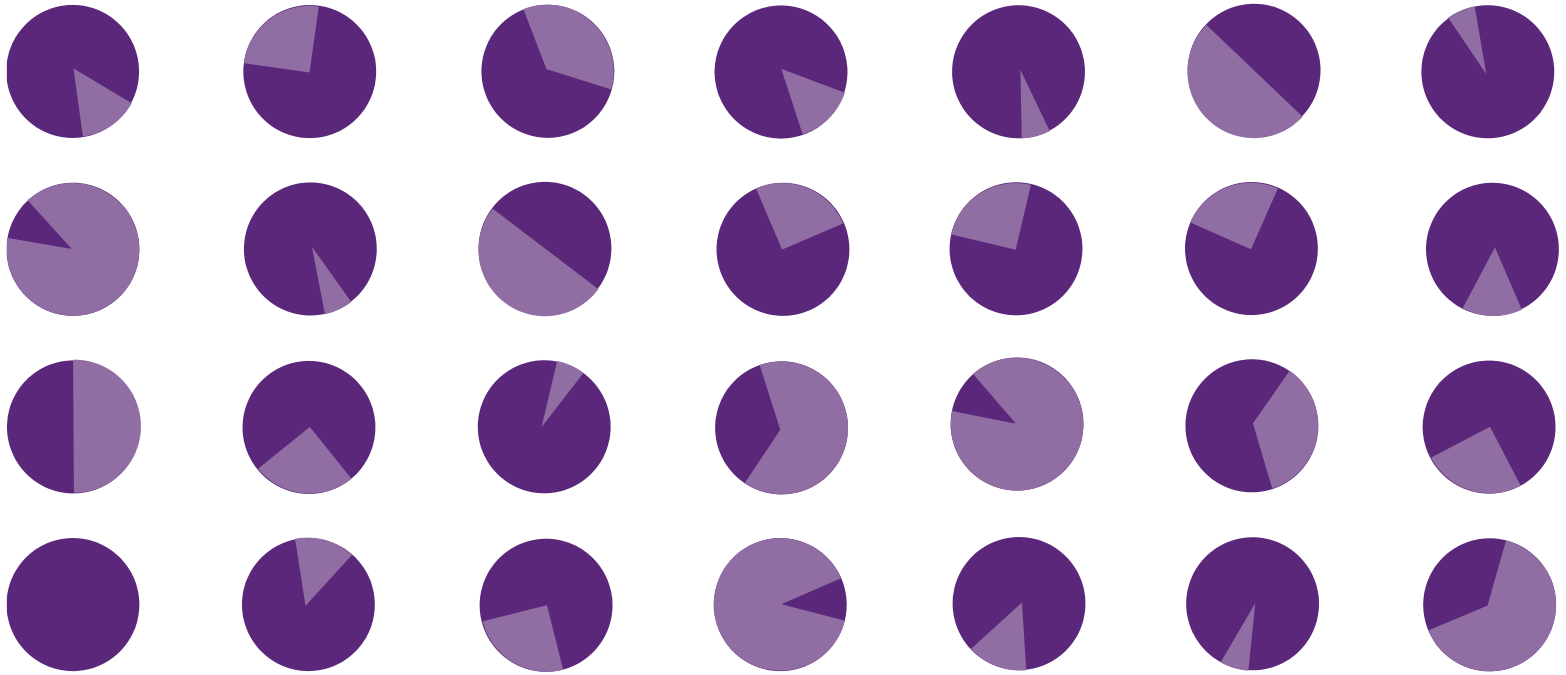
Facilitator Report

Sample Report
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This report is provided by:

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How to Use this Report
Time Mastery Profile® Facilitator Report

The *Time Mastery Profile®* Facilitator Report is intended for use by trainers and facilitators to better focus their Time Mastery training sessions based on both the **job importance** and relative **self-assessed skill level** of session participants.

The report includes a **Group Skills Gap Analysis (pages 3-4)** that graphically portrays this information for the group. The Group Skills Gap Analysis has two parts: an overview that tells you at a glance the categories that need the most work in the group, and a table that shows more detail on all categories. This information is anonymous, and may be shared with session participants in order to give them an idea of how others in their group rated the importance and their own skill in each category.

It is important to understand that all skill level information is shown within the person – that is to say, it shows relative scores for each individual, but not absolute scores of how they rated on each category.

For example, one participant may have an absolute score of 12 in the category of Procrastination. Based on the scale, this is at the level of Intermediate Time Mastery. However, if this is the lowest score attained by that participant, both the Individual and the Group Skills Gap Analysis will put this category in "Less Skill" (the left column) of the table. Another person might have the same score on Procrastination, but if it is their highest score, it will appear in the "More Skill" (right column) of the table.

The Group Skills Gap Analysis is not intended to compare skill levels between individuals.

The areas that have been rated "Highly Important" by participants will appear in the top row of the table. Those rated "Not Important/Not Applicable" appear in the bottom row. The categories where participants have rated their skill lower (relative only to their own skills in other areas) are in the left column. Those where they have rated their skills higher are in the right column. Darker shading shows where the group rated lower on skills **and** ranked them as more important to their jobs. By reviewing the Group Skills Gap Analysis, the facilitator can prepare the session with a better idea of the Time Mastery priorities of the participants.

The second portion of the report is the **Group Skills Gap Analysis by Category**, which provides the facilitator with a snapshot of each Time Mastery category, showing the Skills Gap of each participant identified by name. It is important to keep this report for **facilitator use only**, as participants' scoring should not be shared without their permission. This section will allow you to address any individuals within the group whose particular time management needs might not be met during the session.

The final page of the report is the **Overall Time Mastery Level Distribution**, which shows the distribution of overall assessed skill ratings across the five levels of Time Mastery for this group. You can use this to gain a better understanding of the group's time management skill.

Group Skills Gap Analysis Overview

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The information provided below shows the categories where there are the most group members who seem to need a lot of work, some work, and the least work. It is derived from the Group Skills Gap Analysis table on the next page, and combines each group member's skill and importance rating with the total number of group members in each area of the table. You will probably want to focus your training preparation on the highest and possibly the secondary priorities below. Please refer to the next page for more detail.

In this group, the **highest priorities** are most likely:	**Secondary priorities** may include the following:	The **lowest priorities** appear to be:
• Delegation	• Analyzing	• Attitudes
• Priorities	• Goals	• Interruptions
	• Planning	• Meetings
	• Procrastination	• Team Time
	• Scheduling	
	• Written Communications	

Group Skills Gap Analysis Table

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Below is a table that shows how the group rated each Time Mastery category based on skill and relative job importance.

Number of Group Members: 5

	Less Skill		More Skill
More Important	• Priorities(3) • Goals(1)	• Delegation(2) • Written Communications(2) • Goals(1) • Interruptions(1) • Planning(1)	• Meetings(2) • Planning(2) • Delegation(1) • Goals(1) • Attitudes(1) • Priorities(1) • Written Communications(1)
Importance	• Delegation(2) • Scheduling(2) • Analyzing(1) • Planning(1) • Priorities(1) • Procrastination(1)	• Scheduling(2) • Attitudes(1) • Meetings(1) • Team Time(1) • Written Communications(1)	• Attitudes(2) • Goals(1) • Interruptions(1) • Team Time(1) • Written Communications(1)
Less Important	• Procrastination(3) • Analyzing(2) • Goals(1) • Planning(1) • Team Time(1)	• Analyzing(2) • Team Time(2) • Interruptions(1) • Meetings(1) • Procrastination(1) • Scheduling(1)	• Interruptions(2) • Attitudes(1) • Meetings(1)

Skill

Below is a table that shows how each participant in this group rated his or her skill in the category of **Attitudes**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Attitudes		
LESS SKILL-HIGH IMPORTANCE	MID SKILL-HIGH IMPORTANCE	MORE SKILL-HIGH IMPORTANCE John Grant
LESS SKILL-MID IMPORTANCE	MID SKILL-MID IMPORTANCE Sam Miller	MORE SKILL-MID IMPORTANCE Quentin Prote Respondent Name
LESS SKILL-LOW IMPORTANCE	MID SKILL-LOW IMPORTANCE	MORE SKILL-LOW IMPORTANCE Julie Olson

Below is a table that shows how each participant in this group rated his or her skill in the category of **Goals**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Goals		

LESS SKILL-HIGH IMPORTANCE
    Quentin Prote
	MID SKILL-HIGH IMPORTANCE
	    Sam Miller
		MORE SKILL-HIGH IMPORTANCE
		    John Grant

LESS SKILL-MID IMPORTANCE	MID SKILL-MID IMPORTANCE	MORE SKILL-MID IMPORTANCE Julie Olson
LESS SKILL-LOW IMPORTANCE Respondent Name	MID SKILL-LOW IMPORTANCE	MORE SKILL-LOW IMPORTANCE

Group Skills Gap Analysis by Category

Time Mastery Profile® Facilitator Report

Below is a table that shows how each participant in this group rated his or her skill in the category of **Priorities**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Priorities		

LESS SKILL-HIGH IMPORTANCE
  John Grant
  Respondent Name
  Julie Olson
 	
LESS SKILL-MID IMPORTANCE
  Sam Miller
 	
LESS SKILL-LOW IMPORTANCE
	MID SKILL-HIGH IMPORTANCE
	
	MID SKILL-MID IMPORTANCE
	
	MID SKILL-LOW IMPORTANCE
		MORE SKILL-HIGH IMPORTANCE
		  Quentin Prote
		
		MORE SKILL-MID IMPORTANCE
		
		MORE SKILL-LOW IMPORTANCE

Group Skills Gap Analysis by Category

Time Mastery Profile® Facilitator Report

Below is a table that shows how each participant in this group rated his or her skill in the category of **Analyzing**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Analyzing		
LESS SKILL-HIGH IMPORTANCE	MID SKILL-HIGH IMPORTANCE	MORE SKILL-HIGH IMPORTANCE
LESS SKILL-MID IMPORTANCE Respondent Name	MID SKILL-MID IMPORTANCE	MORE SKILL-MID IMPORTANCE
LESS SKILL-LOW IMPORTANCE Quentin Prote Sam Miller	MID SKILL-LOW IMPORTANCE John Grant Julie Olson	MORE SKILL-LOW IMPORTANCE

Below is a table that shows how each participant in this group rated his or her skill in the category of **Planning**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Planning		

LESS SKILL-HIGH IMPORTANCE	MID SKILL-HIGH IMPORTANCE
	  Julie Olson
		MORE SKILL-HIGH IMPORTANCE
		  John Grant
		  Sam Miller

LESS SKILL-MID IMPORTANCE Respondent Name	MID SKILL-MID IMPORTANCE	MORE SKILL-MID IMPORTANCE
LESS SKILL-LOW IMPORTANCE Quentin Prote	MID SKILL-LOW IMPORTANCE	MORE SKILL-LOW IMPORTANCE

Below is a table that shows how each participant in this group rated his or her skill in the category of **Scheduling**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Scheduling		
LESS SKILL-HIGH IMPORTANCE	MID SKILL-HIGH IMPORTANCE	MORE SKILL-HIGH IMPORTANCE

LESS SKILL-MID IMPORTANCE
  John Grant
  Respondent Name
	MID SKILL-MID IMPORTANCE
	  Quentin Prote
	  Julie Olson
		MORE SKILL-MID IMPORTANCE
		
		MORE SKILL-LOW IMPORTANCE

LESS SKILL-LOW IMPORTANCE	MID SKILL-LOW IMPORTANCE Sam Miller	

Below is a table that shows how each participant in this group rated his or her skill in the category of **Interruptions**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Interruptions		
LESS SKILL-HIGH IMPORTANCE	MID SKILL-HIGH IMPORTANCE Julie Olson	MORE SKILL-HIGH IMPORTANCE
LESS SKILL-MID IMPORTANCE	MID SKILL-MID IMPORTANCE	MORE SKILL-MID IMPORTANCE John Grant

LESS SKILL-LOW IMPORTANCE	MID SKILL-LOW IMPORTANCE
	   Respondent Name
		MORE SKILL-LOW IMPORTANCE
		   Quentin Prote
		   Sam Miller

Group Skills Gap Analysis by Category

Time Mastery Profile® Facilitator Report

Below is a table that shows how each participant in this group rated his or her skill in the category of **Meetings**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Meetings		
LESS SKILL-HIGH IMPORTANCE	MID SKILL-HIGH IMPORTANCE	MORE SKILL-HIGH IMPORTANCE Respondent Name Sam Miller
LESS SKILL-MID IMPORTANCE	MID SKILL-MID IMPORTANCE Quentin Prote	
LESS SKILL-LOW IMPORTANCE		MORE SKILL-MID IMPORTANCE
	MID SKILL-LOW IMPORTANCE John Grant	MORE SKILL-LOW IMPORTANCE Julie Olson

Below is a table that shows how each participant in this group rated his or her skill in the category of **Written Communications**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Written Communications		

LESS SKILL-HIGH IMPORTANCE	MID SKILL-HIGH IMPORTANCE
	  Quentin Prote
		MORE SKILL-HIGH IMPORTANCE
		  Respondent Name

LESS SKILL-MID IMPORTANCE	Sam Miller	
		MORE SKILL-MID IMPORTANCE John Grant
LESS SKILL-LOW IMPORTANCE	MID SKILL-MID IMPORTANCE Julie Olson	
		MORE SKILL-LOW IMPORTANCE
	MID SKILL-LOW IMPORTANCE	

Below is a table that shows how each participant in this group rated his or her skill in the category of **Delegation**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Delegation		

LESS SKILL-HIGH IMPORTANCE	MID SKILL-HIGH IMPORTANCE
	  Quentin Prote
		MORE SKILL-HIGH IMPORTANCE
		  Respondent Name

LESS SKILL-MID IMPORTANCE
  John Grant
  Sam Miller
	Julie Olson
	
	MID SKILL-MID IMPORTANCE
		MORE SKILL-MID IMPORTANCE
		
		MORE SKILL-LOW IMPORTANCE

LESS SKILL-LOW IMPORTANCE	MID SKILL-LOW IMPORTANCE	

Below is a table that shows how each participant in this group rated his or her skill in the category of **Procrastination**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Procrastination		
LESS SKILL-HIGH IMPORTANCE	MID SKILL-HIGH IMPORTANCE	MORE SKILL-HIGH IMPORTANCE
LESS SKILL-MID IMPORTANCE Julie Olson	MID SKILL-MID IMPORTANCE	MORE SKILL-MID IMPORTANCE

LESS SKILL-LOW IMPORTANCE
  John Grant
  Quentin Prote
  Sam Miller
	MID SKILL-LOW IMPORTANCE
	  Respondent Name
		MORE SKILL-LOW IMPORTANCE

Group Skills Gap Analysis by Category

Below is a table that shows how each participant in this group rated his or her skill in the category of **Team Time**, as compared to how he or she ranked it in importance to his or her job.

Number of Group Members: 5

Team Time		
LESS SKILL-HIGH IMPORTANCE	MID SKILL-HIGH IMPORTANCE	MORE SKILL-HIGH IMPORTANCE

LESS SKILL-MID IMPORTANCE	MID SKILL-MID IMPORTANCE
	  Sam Miller
		MORE SKILL-MID IMPORTANCE
		  Quentin Prote

LESS SKILL-LOW IMPORTANCE
  Respondent Name
	MID SKILL-LOW IMPORTANCE
	  John Grant
	  Julie Olson
		MORE SKILL-LOW IMPORTANCE

Sample Report

Group Size:5 Average Score: 169 Range: 156-193

Chart: Overall Time Mastery Level Distribution

Y-axis: Number of People (0 to 5)

X-axis: Time Mastery Level — I (60-79), II (80-115), III (116-185), IV (186-221), V (222-240)

- I (60-79): 0
- II (80-115): 0
- III (116-185): 4
- IV (186-221): 1
- V (222-240): 0