

1 Time – The Key to More Quality of Life

Time management is the key to more quality of life. Many successful famous people confirm that it was critical for their success to learn how to consciously deal with time, which often is a long and painful process. A process that is worth it, though, since due to the increase in workload of our time, the techniques of time management are necessary both for self-leadership and for dealing with stress - not only at the work place.

Due to the many obligations that we have, the most important things often have to be put off: time for the family, time for friends, for yourself and for hobbies. Better time management therefore means to gain more time for the things that are really important in life. A time management strategy that is applied consistently and systematically helps people to do more in the same amount of time.

The online evaluation of the persolog® Time Management Profile offers you the following:

- ! Analysis of your current time-related behavior and reflection of your time-related habits;
- ! Becoming more aware of one's own strengths and weaknesses;
- ! Working out approaches for personal development;
- ! Applying an excellent system that helps you to plan time optimally;
- ! Learning to deal with your time in a more competent and confident way.



2 Understanding the Time Management Report - Step by Step

The report provides you with feedback about your time-related habits in 6 chapters. The report starts by presenting the overall results, which contain six key dimensions and a total of twelve categories. These dimensions are as follows: managing time, setting goals and priorities, daily and weekly planning, time-related behavior under pressure, teamwork and leadership, discipline and organization. The results of the twelve categories provide detailed information about your typical skills in the respective competence field.

Furthermore, you will find a graphical display of the chosen critical categories that are of particular importance for you personally. On one hand this will be your result in the category of the strongest dimension and on the other hand the results of the lowest values. The first one reflects the abilities and competencies that are well developed, the second one shows where you have the potential for further development. This provides you with a portrait that describes you in the current work and life situation. It is important to recognize this and reflect on it in order to deal more closely with your way of managing time. The definition of the least developed skills will help you focus on them in particular, and possibly make them the priority area for personal development.

The report gives you a detailed description of your individual results in each of the categories of time management relevant for you. At the end of each interpretation you can find persolog's® recommendations personalized for you which should help you optimize your current way of dealing with time. The recommendations are comprised of methods, strategies and tips to optimize your time-related behavior in the respective category and should be your guideline for sustainable development. You should try to work at your own problem areas persistently without losing courage. Man is a creature of habit. The habits that serve to make us comfortable are hard to get rid of.

Please take into consideration that this report is an analysis of the current conditions regarding your time management.

4 Your Personal Analysis

4.1 Competence Field: Managing Time

General Description

“What does time mean to me? How do I feel about it and what effect does it have on the different areas of my life?” Certainly a lot of people have been asking themselves this question from time to time. However, many are not successful in finding a clear and logical answer.

Perception of time is being conscious of time or, more specifically, the content of the time window. This exists in all people on three levels: thought, emotion and action. People perceive time by thinking that they do not have any, or they have the feeling they will not be able to accomplish something on time or by taking action and putting off unpleasant tasks. Whether people have too much or too little time according to their own perception depends on whether they succeed in putting things into practice and if they are able to fill their free time with meaningful things. Time cannot be manipulated. People cannot make time stop or accelerate. The only thing they can do is to become aware of how they can change their own perception of time positively. They do not have the choice about how time marches on, but only on how they can make use of it.

And something else: time-related behavior is the result of your own attitudes and values, because they give people and their actions direction in order to reach the goals that are important to them. Only if they know what they want, what makes sense, and what is good for them, are they motivated to do something regarding how they manage their time. This is what motivates people to control their time-related behavior responsibly.

