LEARNING SOLUTIONS
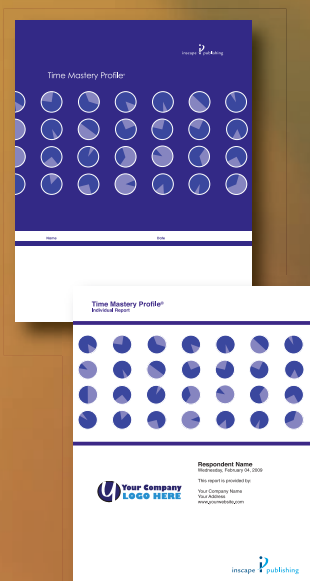
If you could reduce your staff's wasted time by just five minutes every hour, productivity would jump 8.3 percent. Efficiency levels would also rise as staff members began to devote more time to completing critical tasks. The *Time Mastery Profile®* is a complete assessment that helps individuals set priorities and manage their time more effectively.

TAP INTO A POWERFUL TOOL FOR SELF-ASSESSMENT

The *Time Mastery Profile* helps people evaluate their time-management effectiveness in 12 critical areas:

- Attitudes
- Goals
- Priorities
- Analyzing

- Planning
- Scheduling
- Interruptions
- Meetings

- Written Communications
- Delegation
- Procrastination
- Team Time

Employees get practical tips for improving their time-management skills in those areas that need work. The *Time Mastery Profile* also provides a detailed framework for personal action planning under each of the 12 categories.

HELP PEOPLE MAXIMIZE THEIR TIME

The advantages of efficient time management go beyond squeezing more tasks into the work day. In companies with successful time-management strategies, teams meet project deadlines more often and managers spend more time pursuing opportunities — and less time struggling with paperwork or attending unproductive meetings. These organizations serve more customers without adding staff, equipment, and office space.

In today's streamlined, fast-moving workplace, it's more important than ever to make the most of every day. The *Time Mastery Profile* helps individuals and teams develop customized strategies for improving productivity and increasing efficiency.

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LEARNING SOLUTIONS

ABOUT INSCAPE PUBLISHING

Inscape Publishing, the leading provider of instrument-based learning systems, pioneered the original DiSC® learning instrument over three decades ago. Today, we continue to create innovative products and services that engage, inspire, and empower individuals and organizations. Available in 25 languages in more than 50 countries, over one million people each year use Inscape's learning resources to gain insight into their attitudes, behaviors, and potential in the workplace.

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REPORTS AND FACILITATION AVAILABLE

EPIC Time Mastery Profile®

The 32-page *Time Mastery Profile*® on EPIC (online) helps people assess their time-management effectiveness in 12 categories and includes a Skills Gap Analysis. This powerful feature shows how respondents rate their skills in each Time Mastery category as well as how important each category is to their job performance. This data helps respondents quickly determine where to focus their time-management efforts for greater personal and professional success.

EPIC Time Mastery Facilitator Report

The Facilitator Report, available exclusively for EPIC reports, can be used to customize Time Mastery training or coaching sessions, based on job-importance and self-assessed skill level of participants. The Group Skills Gap Analysis graphically portrays group data pinpointing those categories that need the most attention. Participant data is presented anonymously for discussion purposes as well as by name for facilitator use.

Paper Time Mastery Profile

The paper *Time Mastery Profile* includes the assessment, time management information, and action planning for each category.

Time Mastery Profile Facilitator Kit

NEW! The *Time Mastery Profile Facilitator Kit* includes 15 classroom training lessons with leader's guides, PowerPoint®, and participant handouts that support both versions of the *Time Mastery Profile* — EPIC and paper.

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