

Time Management Analysis (TMA) Worksheet



Modeled from the Time Management Analysis tool, this questionnaire walks you through the details of the general time management for you to plan an outline of what you feel a time optimized and productive life looks like.

Your Overall Rating:

See page 4 of your TMA report

My overall classification is _____.

Classifications are Talented, Intelligent, Modest, or Expand

Using the descriptions on page 2 of the TMA, I agree with this designation.

Yes ☐ No ☐ Not Sure ☐

If you answered "No," check which one you feel best represents your classification.

Talented ☐ Inclusive ☐ Modest ☐ Expand ☐

Using the descriptions on page 2 of the TMA, review the Priority Categories Summation on page 5 and record your designation of Talented, Inclusive, Modest, Expand.

Planning: I agree with the designation of _____. Yes ☐ No ☐ Not Sure ☐

Tasks: I agree with the designation of _____. Yes ☐ No ☐ Not Sure ☐

Focus: I agree with the designation of _____. Yes ☐ No ☐ Not Sure ☐

Organization: I agree with the designation of _____. Yes ☐ No ☐ Not Sure ☐

Personal Care: I agree with the designation of _____. Yes ☐ No ☐ Not Sure ☐

Recommendations:

Answering "No" could mean you misunderstood one or more of the scenarios posed to you when you took the TMA. Not all situations are evaluated equally, depending on how you answered can have a big impact on the final rating. Analyze each category carefully.

Notes/questions on the overall rating.

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Planning:

See page 6 of your TMA report

My classification is _____.

Classifications are Talented, Intelligent, Modest, or Explore

I agree with classification. Yes ☐ No ☐ Not Sure ☐

I need to address the importance personal goal planning and invest time to create, monitor and complete them. Yes ☐ No ☐ Not Sure ☐

Recommendations:

Start with crafting your life mission statement, creating the ultimate reason and purpose for your life. From there set a bucket list of major things you would like to do. After that, develop long term goals (2 – 3 years), annual goals (up to 1 year), short term goals (3 to 6 months).

When it comes to meetings, I will always be on time and prepared for them.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

Meetings can take up 50% of the business day. If you answered “no” or “not sure” begin to build formal time in your day devoted to nothing but preparation. Add buffer times before and after each meeting to give yourself a chance to start on any follow-up and get what you need together for the next meeting. If possible, ask questions before the meeting. If you don’t know the purpose for the meeting, find out.

Others would say I always get my assignments finished on time and they are completed correctly. Yes ☐ No ☐ Not Sure ☐

Recommendations:

If you have answered “no” or “not sure” to this statement, evaluate your current calendar and task process to see what needs to be changed. Ask those around you for ideas and tips to see what modifications might be made to your approach. Invest time learning about the task functions provided through your email and calendar system.

Notes/questions on Planning.

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Task Administration:

See page 7 of your TMA report

My classification is _____.

Classifications are Talented, Intelligent, Modest, or Expand

I agree with the classification. Yes ☐ No ☐ Not Sure ☐

On most activities, I know I can do more than one thing at a time, simultaneously giving each my full attention. Yes ☐ No ☐ Not Sure ☐

Recommendations:

If you answered "Yes" to this statement, think for a moment about what that means. Can you read and drive at the same time? Are you able to respond to an email and be fully engaged in a webinar? Studies show multitasking is not possible, given how our brains are wired. Embrace micro-tasking, which is the ability to switch between tasks, giving each your full attention at the time.

I have a system in place that allows me easily to establish, monitor, adjust, and complete all my tasks on or before the due date. Yes ☐ No ☐ Not Sure ☐

Recommendations:

Take the Task Time Analysis (TTA) report get a clear understanding if your task challenges are the result of personal trials, a lack of structured planning, or lose processes.

I rank my tasks by order of importance and complete them in the same way. As a result, I normally complete them on or before their due date. Yes ☐ No ☐ Not Sure ☐

Recommendations:

Not all tasks are equal. Task planning ranks the most important to the least, knowing that if all of them do not get complete, you have at least focused on the ones that count, making it easier to forward the rest to another time.

Notes/questions on Task Administration

Time Management Analysis (TMA) Worksheet



Focus (External):

See page 8 of your TMA report. This section centers on external focus areas.

My classification is _____.

Classifications are Talented, Intelligent, Modest, or Expand.

I agree with the number and classification. Yes ☐ No ☐ Not Sure ☐

I stay productive because I am able to prevent myself from being interrupted by others.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

Complete an Interruption Time Analysis (ITA) assessment and determine if energy needs to be placed in upfront planning, your environment and surroundings, or the way others communicate with you.

There is way too much talking done around me and not enough action, that impacts my ability to do my job well.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

Proactively reduce unnecessary talk by seeking answers through targeted talk check-ins. The short-term discussions help you define the terms and conditions to move a project or task forward. Push “why” and “how” questions to drive to specific answers.

I am confident enough to tell anyone “No” in a professional way that lets me manage my time better.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

Prepare each day with knowing the key activities you need to accomplish and when you plan to work on them. Know why you will decline other items that may impact your day.

Notes/questions on External Focus

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Focus (Internal):

See page 8 of your TMA report. This section centers on internal focus areas.

My classification is _____. (Same answer as External Focus)

Classifications are Talented, Intelligent, Modest, or Expand

I agree with the classification. Yes ☐ No ☐ Not Sure ☐

I delay or postpone activities and replace it with something easier or that I like to do better.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

Procrastination is one of the biggest time management challenges. Take the Procrastination Time Analysis and identify the personal areas, planning approach, and process execution that keeps you from finishing.

I can find myself unable to concentrate because my mind gets preoccupied with other things. Yes ☐ No ☐ Not Sure ☐

Recommendations:

Whether inner or external in origin, distractions are something you must overcome internally. The Distraction Time Analysis (DTA) report helps you internalize the challenges found in your personal life, professional environment, and constant push from social media.

I maintain the motivation and determination to finish projects and tasks.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

The motivation you need to tap into when there is a loss of internal focus should provide incentive, inspiration, and cause to step forward. Don't let yourself be negatively motivated. The Motivated Time Analysis (MTA) assessment will provide additional insights.

Notes/questions about Internal Focus

Time Management Analysis (TMA) Worksheet



Organization:

See page 9 of your TMA report.

My classification is _____.

Classifications are Talented, Intelligent, Modest, or Expand

I agree with the classification. Yes ☐ No ☐ Not Sure ☐

I constantly use a calendar for detailed scheduling, appointment setting, meeting. I also plan a head, up to two weeks in advance.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

You calendar is the single biggest time management tool you have available. The positive impact to your time management cannot be understated. Use the Calendar Time Analysis (CTA) to help refine the best ways to use your calendar.

I plan well and keep my myself organized so that I know where I need to find things quickly.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

Organization is not just being neat. It is knowing where to find what you need quickly. Therefore, approach time management organization with the attitude of knowing where you can gain access fast.

Regardless of how long it will take, I am going to finish what I started out to do.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

The time approach to finishing is very linear in nature. Your aspiration is to power forward, see progress, not sit, and if possible, to not go backwards or repeat.

Notes/questions about Organization

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Personal Care:

See page 10 of your TMA report.

My classification is _____.

Classifications are Talented, Intelligent, Modest, or Expand

I agree with the classification. Yes ☐ No ☐ Not Sure ☐

I make it a point to sleep between 7 and 9 hours a night, knowing it will give me more energy and focus. Yes ☐ No ☐ Not Sure ☐

Recommendations:

Use the Work-Life Balance Assessment to highlight any physical, mental and professional impact of a lack of life diversity has on your ability to function and manage your time.

Getting up from my workspace and taking period breaks, actually leaving the space and doing something else, is a part of my daily routine.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

It may sound counterintuitive to pronounce that stopping what you are doing benefits your productivity. However, there is an abundance of evidence and scientific studies that supports this good interruption. Plan breaks into your schedule and calendar.

I will engage in exercise consistently, at least three times a week for more than 30 minutes.

Yes ☐ No ☐ Not Sure ☐

Recommendations:

The frequency and duration around the benefits of exercise are pretty consistent. All healthy adults aged 18–65 years should participate in moderate intensity aerobic physical activity for a minimum of 30 minutes on five days per week, or vigorous intensity aerobic activity for a minimum of 20 minutes on three days per week.

Notes

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Deciding Where to Start:

See page 12 of your TMA report.

Using the results from page 12 of your TMA, identify your approach and where you want to start your time optimization journey. Note the designation of T (Talented), I (Intelligent), M (Modest), E (Expand). Start with those sections that are either an E, or M; and you agree with that designation.

Category	Designation (T, I, M, E)	Do I Agree (Yes or No)	Focus Area? (Yes or No)
Planning			
Set personal goals			
Plan ahead			
On time to meetings			
Prepared for meetings			
Complete assignments			
Tasks			
Maintain task list			
Prioritize daily tasks			
Multitasking (not)			
Focus			
Procrastination			
Motivation			
Don't talk too much			
Distractions			
Interruptions			
Say "No"			
Organization			
Finish what you start			
Use a calendar			
Organized			
Personal Care			
Sleep 8 hours			
1 break in the day			
Exercise regularly			

Once you have identified your focus areas, plan a strategy with the ones you feel are your most difficult or challenging subjects.