

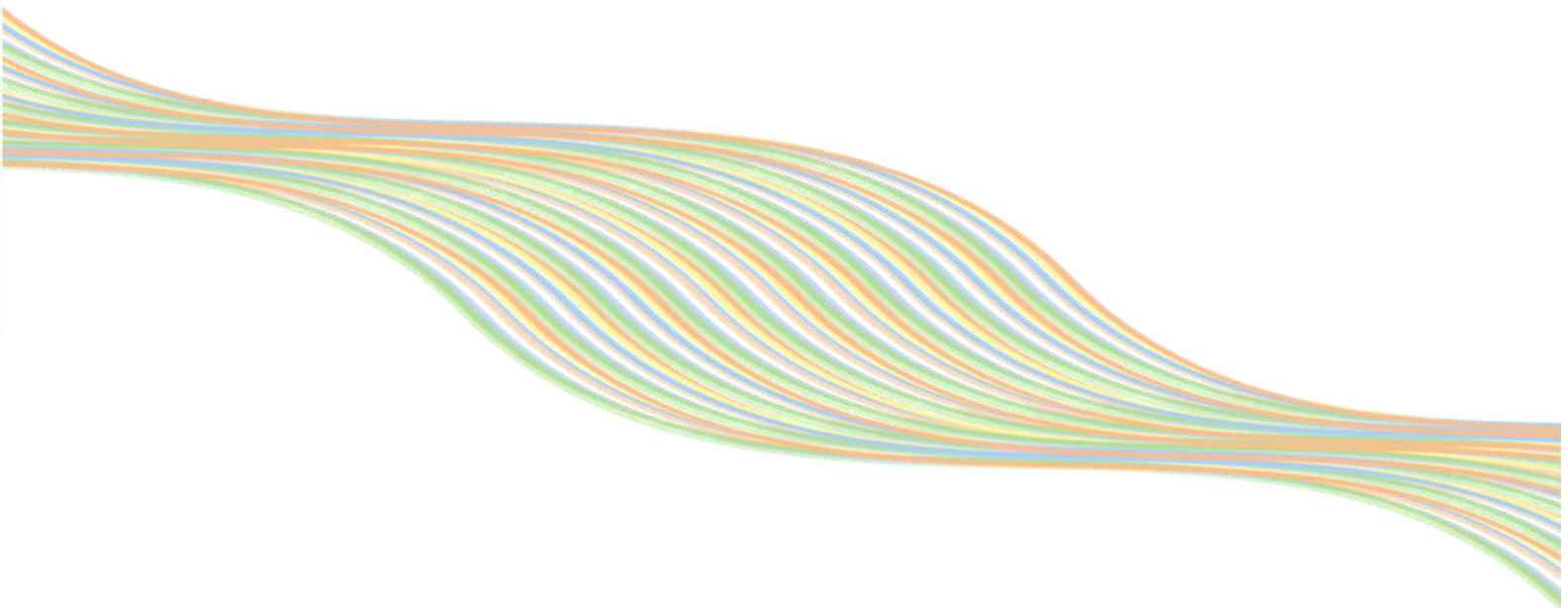


TIME MANAGEMENT ANALYSIS

2025 YEAR-END REVIEW

This report is provided by:

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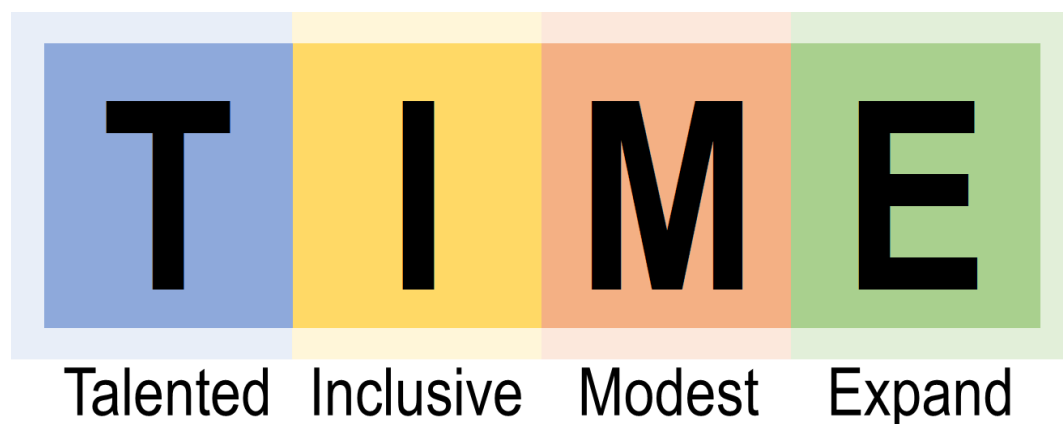
Time Management Analysis: Introduction

Welcome to the TIME MANAGEMENT ANALYSIS 2025 year-end review. This report provides an assessment of how the all participants in the TMA for 2025 manage time. Everyone manages time...everyone. Yet, many of us do not include a formalized process in our daily lives. We react and do not plan. Events shape where we spend our time instead of determining the time we want to allocate to important occasions in our lives.

But first...let's give you an understanding of the report.

The Classification:

From calculated total results, the TMA assigns a "Time" designation of Talented, Inclusive, Modest, or Expand.



A **Time Talented** person successfully manages their time. They effectively use tools to assist in their planning. Talented time people meet deadlines. Through limiting interruptions and not procrastinating, they have the ability to stay focused. It is important for a them to try and maintain a healthy lifestyle.



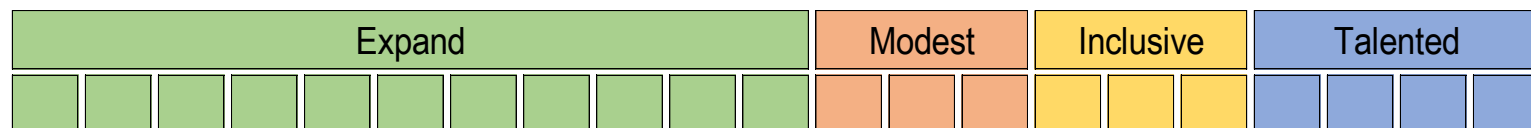
For a **Time Inclusive** individual, time management is a formal routine. They try and incorporate tools to assist their planning. They meet deadlines frequently, but can get distracted. Interruptions and procrastination can hinder the ability to focus. They try and maintain a healthy lifestyle.



Time Modest person is able to plan well, but may not tie that back to time management. They work on organization, but will lose focus when there are a lot of activities to be completed. There is uneven task execution. Personal care and health is inconsistent may not be an area of emphasis.



Time Expand people usually do not have a formal plan or process in place. They are very reactive and feel under pressure a lot. Deadlines are missed frequently and struggle to be ready for meetings. Focus is difficult because of outside interruptions, distractions, and demands.



Time Management Analysis: Introduction



The Priority Categories:

The second part of this report looks at your time management adeptness in five classifications.



Planning: through personal goal setting, looking ahead, and your attitude towards meetings.



Tasks: in relation to actually having a list, prioritizing that list, and whether you think you can actually multitask.



Focus: by highlighting how much you procrastinate, motivate yourself, take action, limit interruptions, and say "no."



Organization: because you finish what you start, use a calendar, and self identify as organized.



Personal Care: via sleeping well, exercising consistently, and taking breaks during the day.

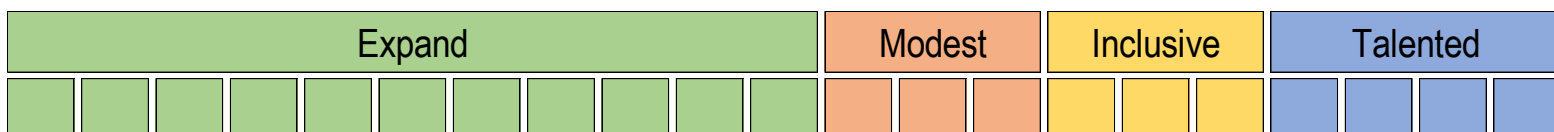
Personal Growth Recommendations:

The Time Management Analysis (TMA) assessment ends with reflective questions for you to begin to develop ways to improve on your productivity. Additional guidance and suggestions are provided.

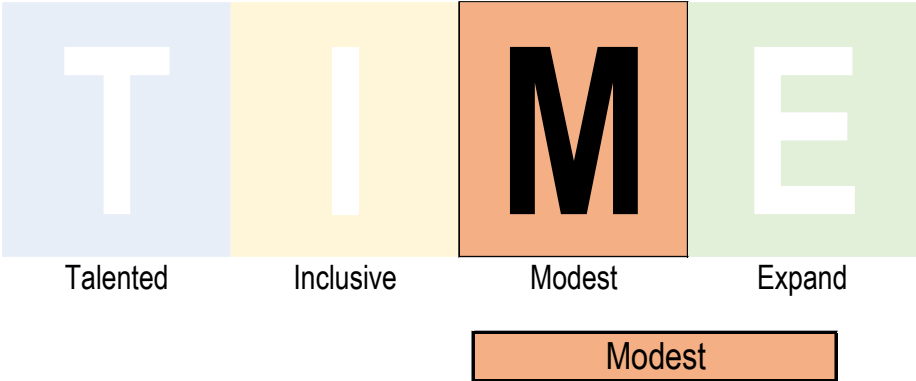
The TMA is meant to be a springboard for change and/or an affirmation of the current situation. Even if everyone is Time Talented, take the opportunity evaluate where there can be improvement. Time management is continuous, there should be no stopping place or terminus.



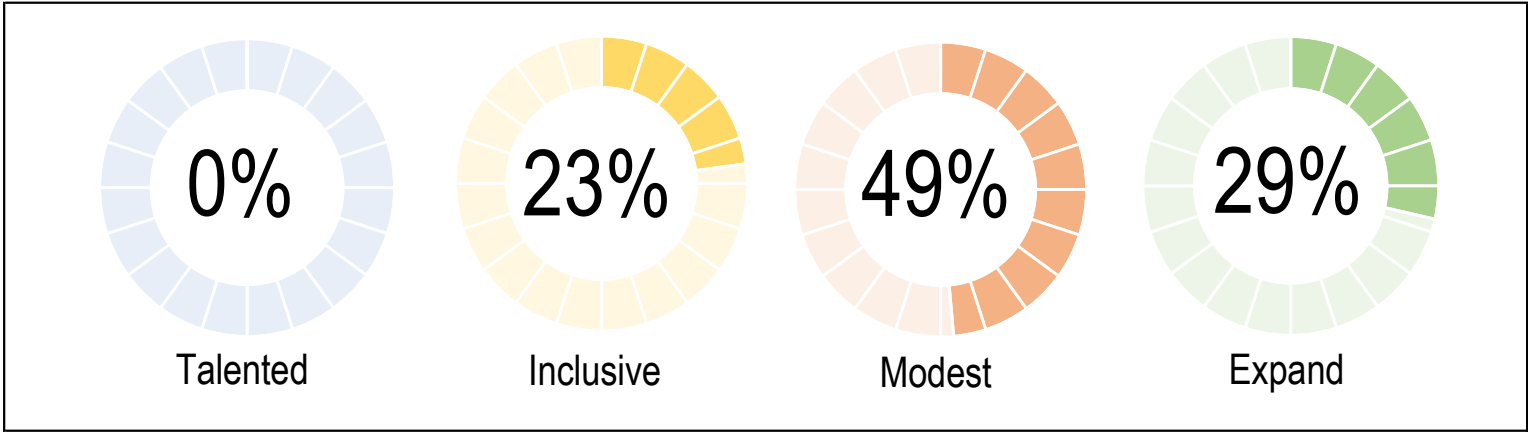
See where the people can become time talented!



Time Management Analysis: Overall Summation



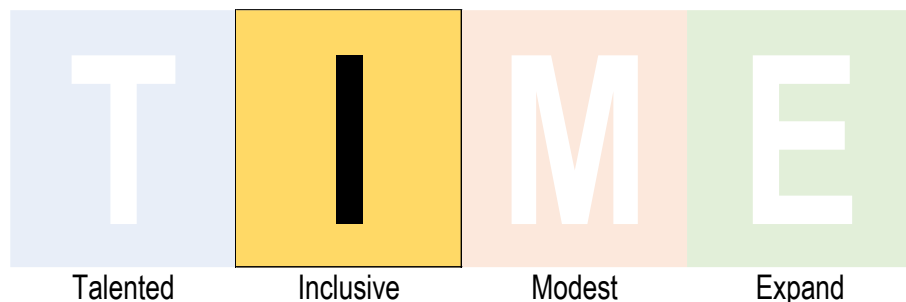
The average person understands time management’s value but has room to apply it more consistently. Start by reviewing the Priority Categories to target areas where focus or follow-through slips. Encourage the team to set short-term goals and track progress weekly. Small, steady improvements will create major gains in productivity."



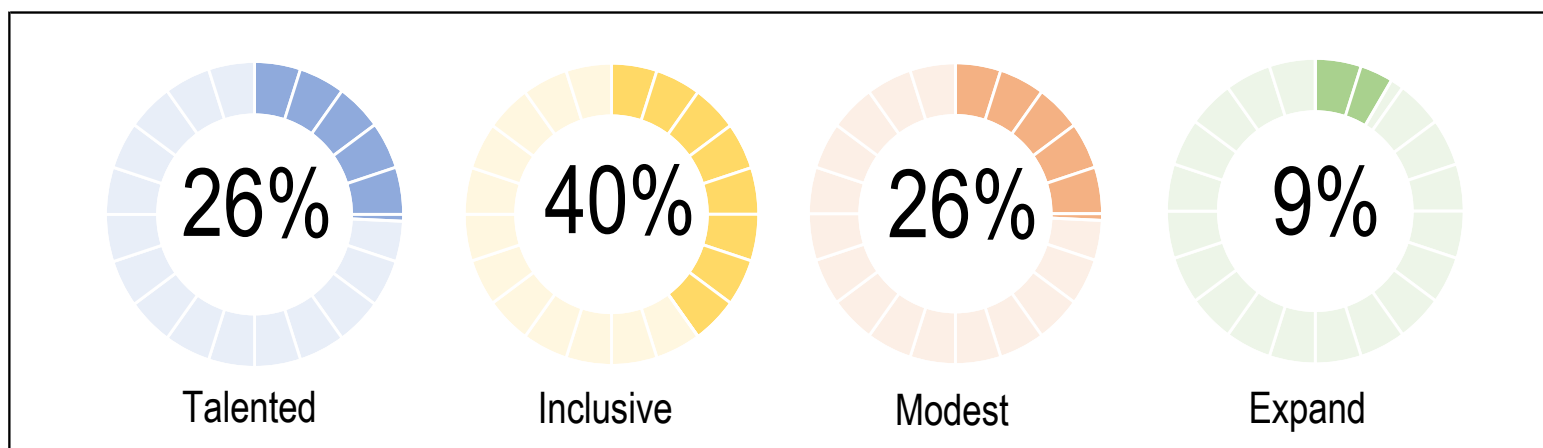
Time Modest individuals show genuine understanding of time management but struggle with consistency and prioritization. They often plan effectively yet lose traction when volume increases or focus wanes. The key opportunity lies in building systems—daily planning, clearer task ownership, and realistic goal-setting. These teams should use the Priority Categories as a roadmap to identify gaps, develop structure, and establish accountability. Progress happens when they commit to small, repeatable habits that replace reaction with intention. With coaching and focus, a Modest team can quickly move toward inclusion and talent.

	Expand										Modest			Inclusive			Talented		
Overall																			
Planning																			
Tasks																			
Focus																			
Organization																			
Personal Care																			

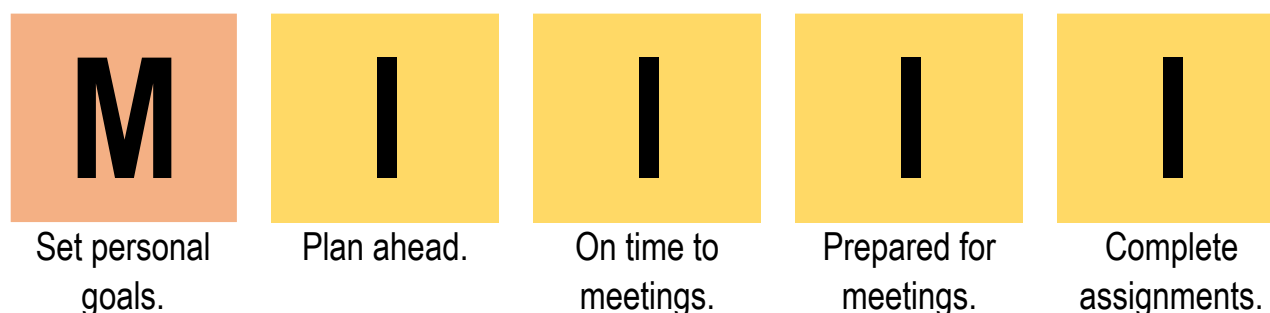
Time Management Analysis: Planning



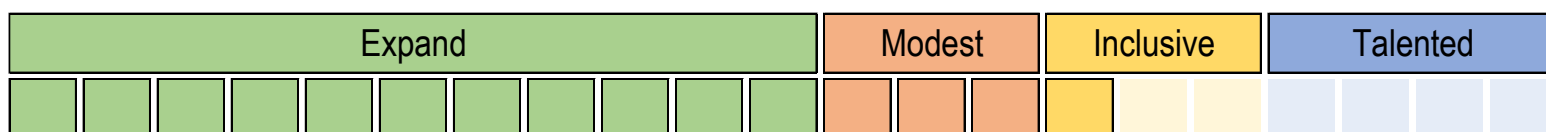
Inclusive



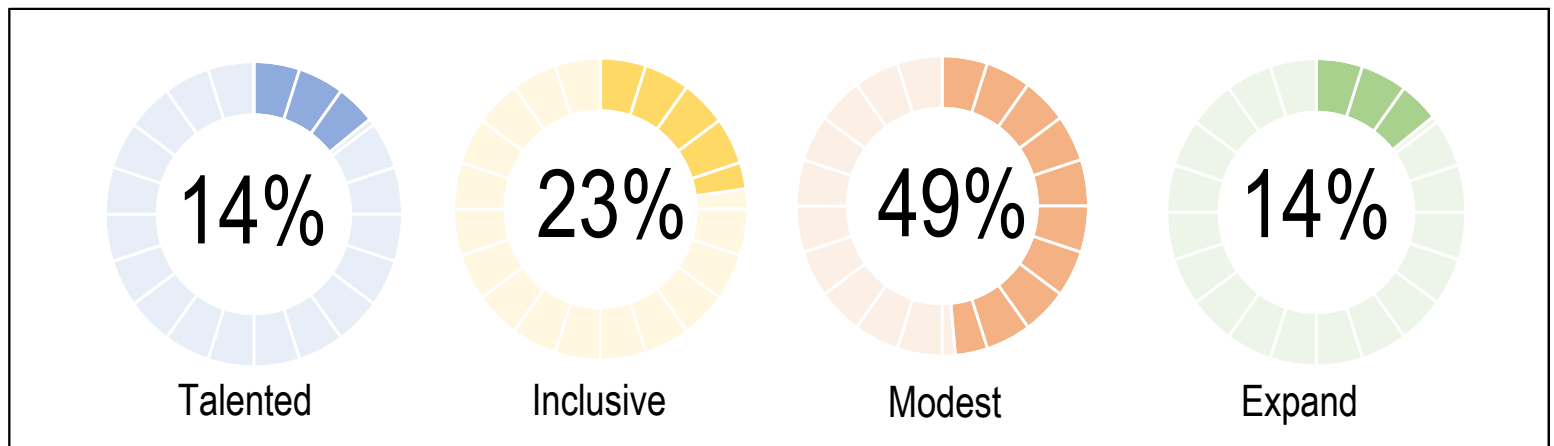
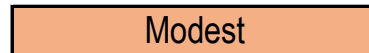
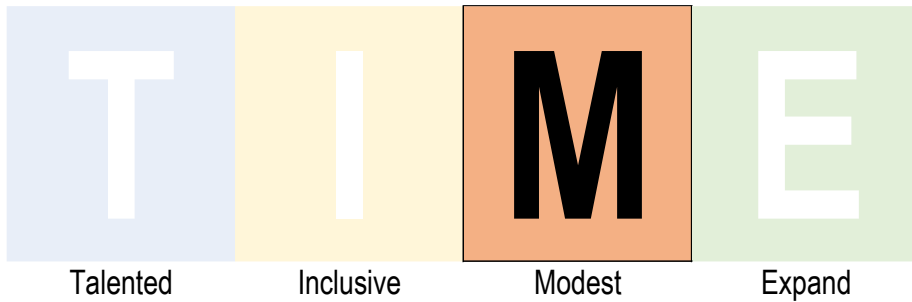
Planning is part of the rhythm here—calendars, agendas, and goal setting are familiar tools. Yet planning can lean tactical rather than strategic. Encouraging yourself to think further ahead and to communicate plans transparently will strengthen coordination and sharpen collective focus.



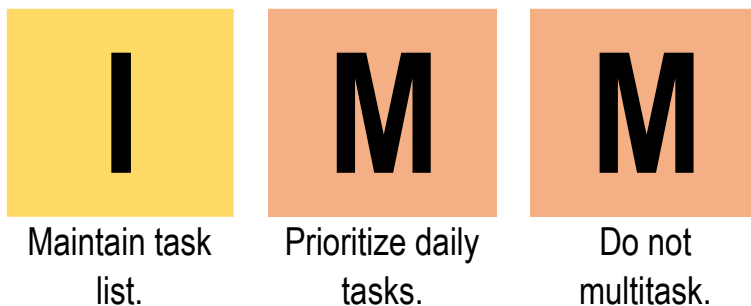
Inclusive people plan with intention and practicality. They appreciate structure but may struggle to connect long-term goals with daily execution. Their strength lies in collaboration; involving the full team in the planning process builds ownership and insight. Greater alignment between vision and action will amplify productivity and shared accountability. 2025 participants, unpack this by focusing on setting personal goals and planning ahead.



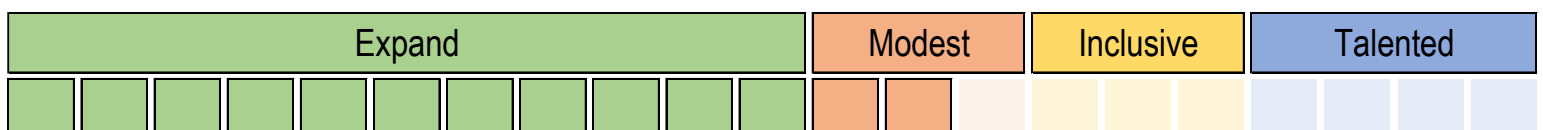
Time Management Analysis: Tasks



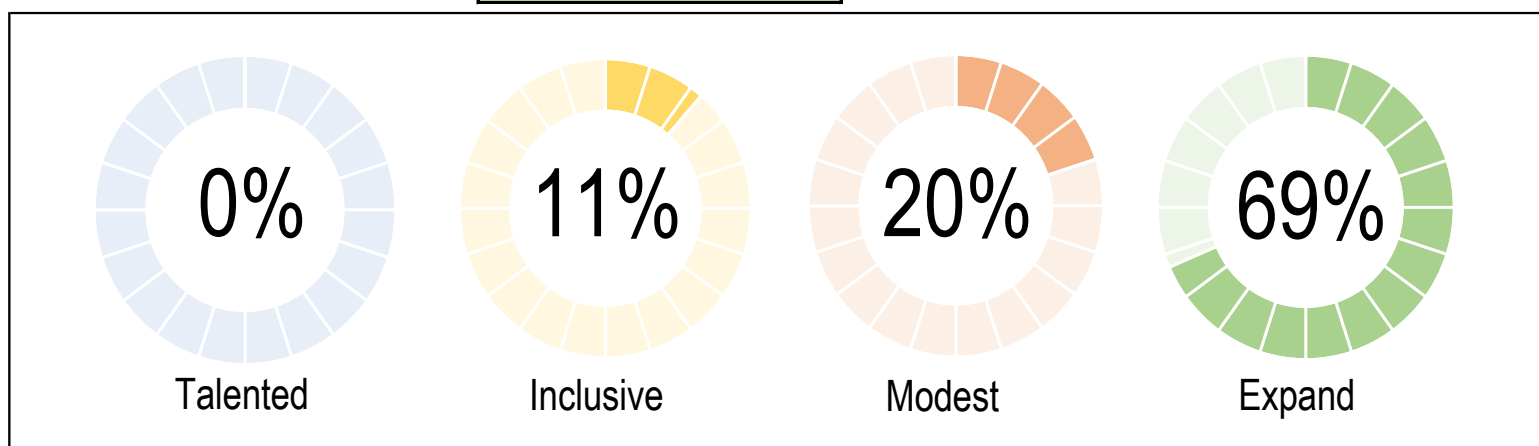
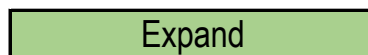
Effort is strong, but organization often slips under pressure. To-do lists multiply while priorities blur. Breaking the multitasking habit—focusing fully on one item before moving to the next—restores clarity and consistency. Structured task reviews and visible progress tracking help turn good intentions into reliable results.



Good intentions are strong here, but consistent execution often fades under competing priorities. Tasks begin well but lose focus as distractions or shifting demands intervene. Multitasking compounds the problem—diluting energy and extending timelines. To regain control, the average person should use clear priority lists, daily focus periods, and visible progress tracking. Recognizing small completions builds motivation, while shared accountability ensures follow-through. By slowing the pace and simplifying scope, "Modest" people transform steady effort into measurable, repeatable success. 2025 participants should invest dedicated time to clarify with the team of breaking the idea of multitasking.



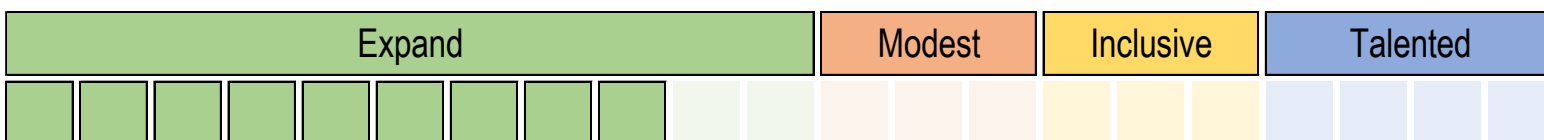
Time Management Analysis: Focus



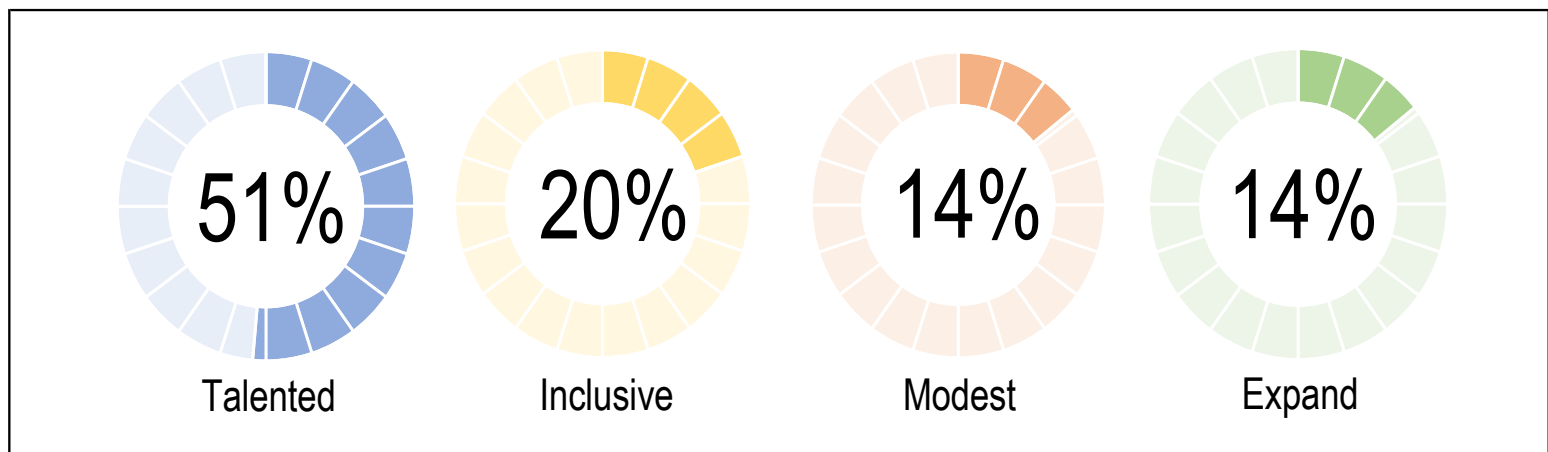
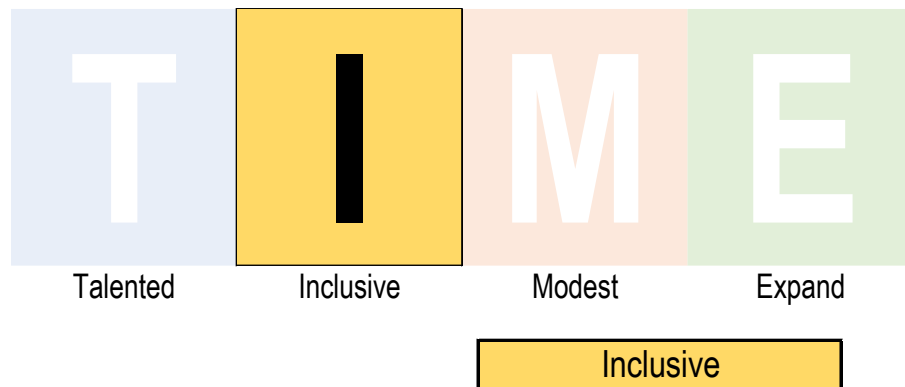
Distraction dominates this person's rhythm. Focused effort starts strong but fades quickly. Introducing daily focus checkpoints and clear time boundaries can rebuild concentration. Each success—completing one thing fully before moving on—creates momentum and confidence that gradually replace overwhelm with control.



2025 participants show focus is their leading time management challenge for individuals and teams. Start with procrastination and interruptions. Distraction drives activity but drains accomplishment. Attention splinters among shifting priorities, leaving progress unfinished. Regaining focus starts small—defining one task, setting time limits, and protecting distraction-free periods. Celebrating completion reinforces control and confidence. Over time, calm focus replaces chaos, and steady productivity becomes the new normal for this emerging, organized person.



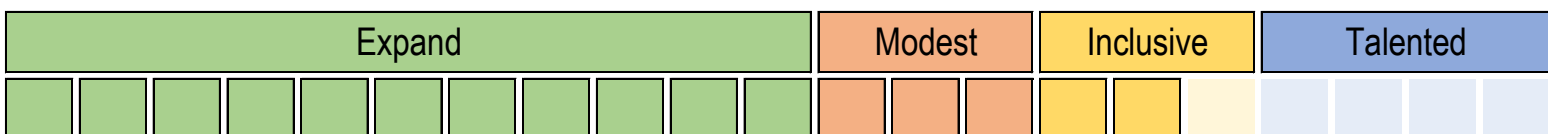
Time Management Analysis: Organization



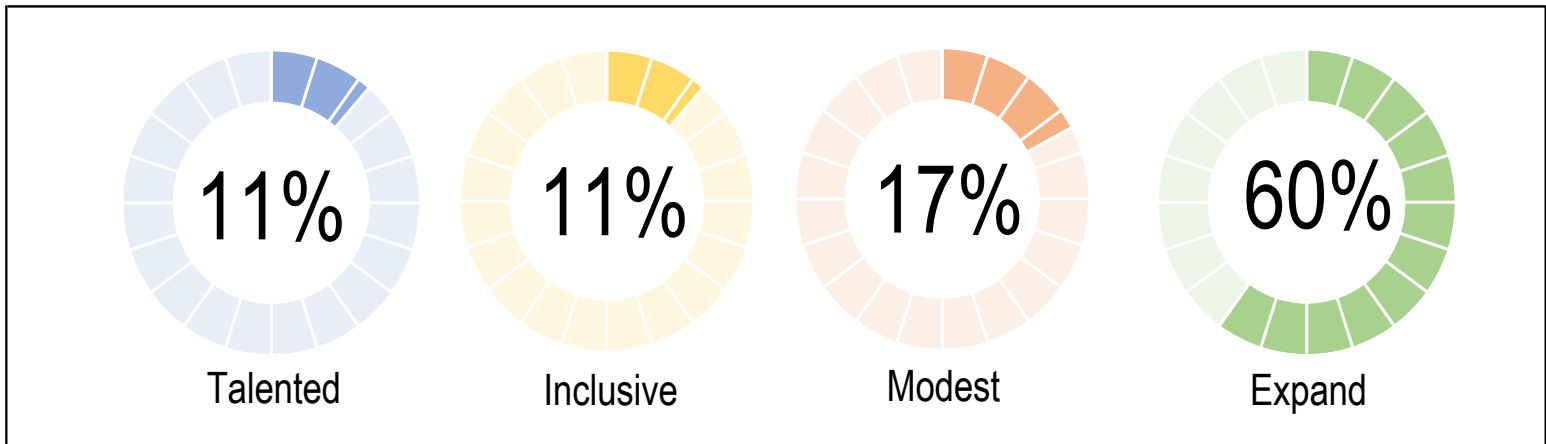
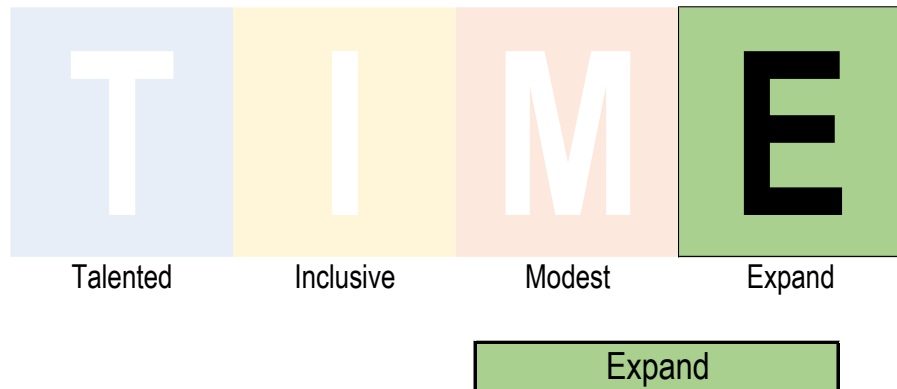
For the 2025 participants, organization exists but can become uneven as collaboration grows. Shared files, calendars, and processes help, yet ownership sometimes blurs. Strengthening accountability and defining clear workflows will align the team. When everyone knows where information lives, time management becomes effortless and consistent.



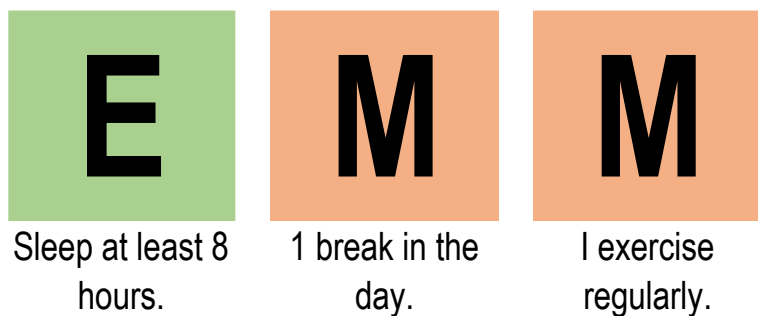
A strong foundation of organization supports productivity, but as teamwork expands, overlaps can blur accountability. Shared resources are valuable only when consistently updated. Encouraging ownership for digital and procedural order strengthens reliability. Standardizing storage, aligning calendars, and assigning document leads promote harmony. When organization is shared—not assumed—the team moves faster and communicates clearer. Discipline in small details prevents confusion later. Inclusive teams thrive when collaboration is supported by transparent systems everyone understands and contributes to maintaining. Take a hard look at how finishing what is started will assist the team to better manage time.



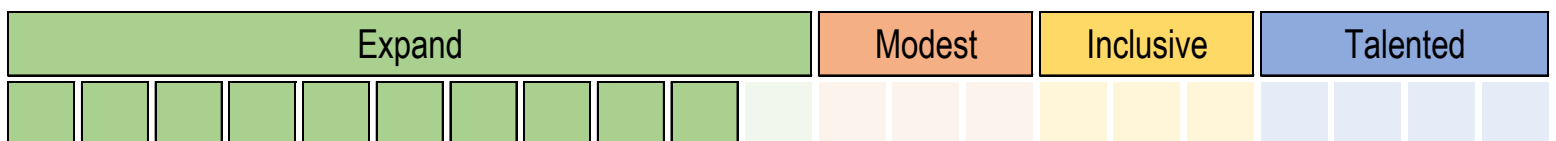
Time Management Analysis: Personal Care



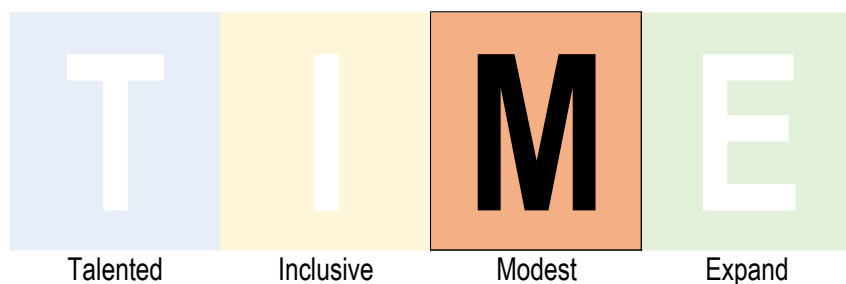
Exhaustion often replaces energy, and rest becomes reactive rather than intentional. Beginning with small wellness steps—consistent sleep, short breaks, light activity—restores clarity and drive. Improvement grows with consistency, not overhaul. For personal medical or wellness advice, individuals should always consult a qualified professional.



Time pressure often overshadows well-being. A person needs to give themselves permission to pause and rebuild energy systems intentionally. Start with attainable routines—consistent sleep, short daily walks, and moments for quiet reset. Each small success builds momentum toward balance. Over time, energy stabilizes, focus improves, and motivation returns. Health is foundational, not optional. People that honor rest perform better. For personal wellness or medical guidance, individuals should always consult a qualified healthcare or mental health professional. Encourage everyone to reflect on their results to improve their quality of life in and out of work.



Time Management Analysis: Team Recommendations



Based on the analysis completed, consider the following:

The 2025 participants demonstrate strong awareness of time's importance but struggles to apply that awareness consistently. Planning tends to begin with enthusiasm but lacks continuity through execution. Tasks are often well-intended yet incomplete as shifting priorities interrupt momentum. Focus wavers when external demands increase, and organization follows a start-stop rhythm—systems are created, forgotten, and rebuilt. Personal care tends to fall behind, as the team pushes through deadlines without pause for renewal. Despite these challenges, motivation is genuine, and effort is sincere. The foundation for improvement is already in place—there's knowledge, capability, and intent. What's missing is rhythm and accountability. When supported with clearer routines and realistic expectations, Modest people often make rapid progress. Their journey is about converting insight into consistency—turning effort into outcomes through steady, structured practices that bring confidence and control.

The path forward begins with simplicity and reinforcement. If this is you, start by setting clear weekly objectives and reviewing them as a group. Short planning sessions, shared calendars, and visible task lists will build reliability and reduce duplication. Encourage small wins—completing one task fully before moving on—to rebuild focus and confidence. Regular progress reviews create momentum and accountability. As consistency develops, integrate tools that make structure second nature rather than a burden. Participating in a guided time-management program, like the TMA Team Challenge, can help solidify these habits through feedback, data, and customized strategies. The goal isn't perfection—it's predictability. With the right framework, Modest people transform from reactive to proactive, gaining not just productivity but peace of mind. Structured guidance turns good intentions into dependable performance that lasts.

	Expand										Modest	Inclusive			Talented		
Overall																	
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Tasks																	
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Organization																	
Personal Care																	

Time Management Analysis: Summary



T	I	M	E
Talented	Inclusive	Modest	Expand



M	I	I	I	I
Set personal goals.	Plan ahead.	On time to meetings.	Prepared for meetings.	Complete assignments.



I	M	M
Maintain task list.	Prioritize daily tasks.	Do not multitask.



E	I	M	E	E	E
I do not procrastinate.	I am motivated.	Don't talk too much.	Don't get distracted.	Do not allow interruptions.	Can say no.

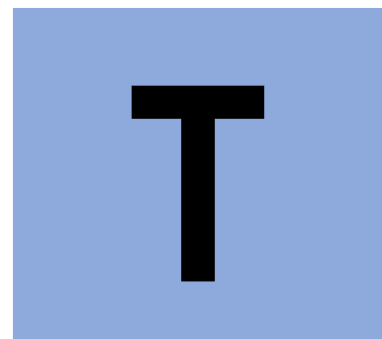


M	T	I
I finish what I start.	I use a calendar.	I am organized.

What would you do to turn everything into a "T" status?



E	M	M
Sleep at least 8 hours.	1 break in the day.	I exercise regularly.



Ready to Take Control of Your Time?

Turn your TMA insights into clear, measurable results.

Now it's time to put your TMA insights into motion

You've seen where your time goes — now discover what to do with it. Your TMA results are just the beginning. Choose your next step and build the clarity, focus, and momentum to master time in every area of life and work.



INDIVIDUAL STARTER REPORT

Transform your results from awareness to achievement.

The Individual Starter Report takes your personal TMA data and turns it into a detailed, 12-page roadmap for improving how you plan, focus, and execute daily priorities.

- ✓ **Full 12-page** personalized report
- ✓ **Key recommendations** to reduce “time loss” and improve focus
- ✓ Free Kindle version of *The Time-Optimized Life* book
- ✓ **\$100 credit** toward any team package

\$100

Unlock Your Report



SMALL TEAM PACKAGE

Build alignment, clarity, and collaboration.

The Small Team Package uses the TMA across your group to reveal shared strengths, time bottlenecks, and opportunities to improve communication and coordination.

- ✓ Up to **10 full TMA licenses** (one per participant). Emailed directly to them.
- ✓ **TMA Team detailed report**
- ✓ Up to **10 free Kindle versions** of *The Time-Optimized Life* book
- ✓ **30-minute live** virtual debrief
- ✓ **\$500 credit** toward the *Infinity Retainer Program*

\$500

Start My Team Plan



PARTICIPATION GUARANTEE

Launch your first team analysis — and save.

This package helps organizations implement the TMA with confidence. If 80% or more of your team participates, you'll only need to pay \$750 — guaranteeing strong engagement and value.

- ✓ Up to **25 full TMA licenses** (one per participant). Emailed directly to them.
- ✓ **TMA Team detailed report**
- ✓ Up to **25 free Kindle versions** of *The Time-Optimized Life* book
- ✓ **60-minute live** virtual debrief
- ✓ **\$750 credit** toward the *Infinity Retainer Program*

\$1,500 or \$750

Start My Team Plan



PERFORMANCE TEAM PLUS

Go beyond awareness — build a culture of performance.

Designed for teams that want immediate access, deeper analytics, and faster implementation. This package includes a \$1,500 credit toward the *Infinity Retainer Program*

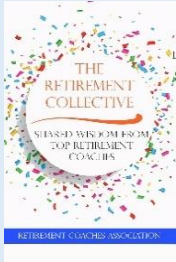
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\$1,500

Launch My Team Plan

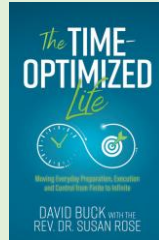
Keep Your Momentum Going

Start making lasting improvement with these resources and next steps.



Retirement isn't a solo journey! It should be considered a team sport! A group event where people come together to help you make the best possible decision and transition.

[Get it Today](#)



Inspired by the TMA, the *Time-Optimized Life* will help you with practical solutions to move your use of time from finite to infinite.

[Order Now](#)



Imagine being able to claim back 1 – 2 hours of your time without having to buy a productivity tool or trying “one-size-fits-all” solutions.

[Learn More](#)

What is Infinity Retainer Program?

The Infinity Retainer Program provides ongoing partnership and accountability to help you and your team sustain peak performance over time. Each month, you'll receive customized strategy sessions, progress tracking, and targeted guidance to maintain focus on key priorities. Designed for leaders who want more than a one-time assessment, this program ensures consistent improvement through quarterly reviews, personalized reports, and continuous optimization of time and productivity systems. Whether you're refining workflows, strengthening culture, or scaling results, the Infinity Retainer keeps your team aligned, intentional, and performing at its best — month after month.

Want to learn more about all available programs? Schedule a 15-minute call with David!

[Schedule](#)