

ABC TIME MACHINE is a collection of tools to help people better plan, organize and manage how they use time.

Instructions: The time management tools described below are part of a collection of practical performance management resources in the *Performance Technology Warehouse*. Each tool was developed, tested, and refined over 20 years of research we conducted on high performing people in order to discover how they got more of the right things done right on time. Prospective users can explore any or all of these resources by [clicking on the numbered buttons or tabs below](#).

Task-List

This worksheet is listed first in the collection because it offers a simple practical way to 1) keep tasks-projects-dues dates visible on a 'To-do' list, 2) organize these tasks into groups, 3) highlight their importance, 4) report their urgency, 5) prioritize and rank the list relative to each other, and 6) send them to take action.

Time Management Survey

This tool provides a short rating form that allows self rating, manager evaluation or full 360 assessment of an individual's time management practices/performance/ability. What the survey measures is an individual's willingness-ability-opportunity to PLAN their work, EXECUTE their plans, and MEASURE results.

Success Action Plans

This template organizes multiple tasks with a common purpose into a Task-Project Group. By clustering the tasks into a shared 'Project Domain' users can see how to best align their attention/time/energy between these connected tasks to the right things done in the right sequence. Using the mental organizing device of connected circles each task in the group is independently defined and monitored; however context provided by seeing the connected tasks together provides useful perspectives and insights on what needs done, when, and how.

ABC Worksheet

This tool makes prioritizing your as simple as ABC. Users simply load their tasks into one of the 3 classification based on their Importance and Urgency where A items are both, B items are one of the other, and C items are neither very important nor urgent. People who have tried other Time Management Systems and found them to be too detailed or inhibiting have reported that the ABC time management approach works perfectly for them. and use it regularly.

Performance Logs

This worksheet is a self-management tool that helps people develop or change to more effective work behaviors. It begins with a Performance Target - what end result you want from your efforts. It then provides specific examples of a) ineffective behaviors that prevent people from realizing the target and b) effective behaviors that help people excel in the targeted area of performance. Finally, users are provided workspace to report what time management practices they actually used. By keeping a personal record of positive and negative behaviors, their effects and dates of occurrence each user can monitor their progress toward excellence in time management.

Future State

This worksheet invites users to look ahead to their future and describe what they see in 3 ways: First, they describe Expectations of what will change in the Work, People, and Environmental conditions. Next they will list 3 Wishes for the future they would like to see come true for themselves. And finally they report their Hopes for the Future

Task	TASK LIST	Imp	Recv	Priority	Rank	Due	Project	SCHEDULE - Priority Tasks-Projects-Goals	
#	List the things you need to do (in no particular order)	L			1-10	Date	Task Type	Hours	TODAY'S SCHEDULE
1	Plan for Operations meeting						Sales	6:00	
2	Develop first draft of budget							6:30	
3	Attend Communications workshop								
4	Delphi Project - collect data on key variable								
5	Client meetings and proposals	L							
6									
7									
8									
10									
11								10:30	
9								11:00	
12								11:30	
13								12:00	
14								12:30	
15								1:00	
16								1:30	
17								2:00	
18								2:30	
19								3:00	
20								3:30	
21								4:00	
22								4:30	
23								5:00	
24								5:30	
25									
26									
27									
28									
29									
30									
31									
32									
33								Tue	
34									
35									
36								Wed	
37									
38									
39								Thu	
43									
44									
45								Sat-Sun	
46									
47									
48								MONTH	SCHEDULE THIS MONTH
49								Week 1	
50									
51									
52									
53								Week 2	
54									

Sample

Sample

Participant's Name >		Date	8/1/2017
----------------------	--	------	----------

Time Management is 1) Planning, 2) Executing your plan, and 3) Measuring results. Use this survey to rate how often the individual above applies these practices.

Step 1) Rate how often the time management practices below are being applied. Scale: 1 = Never, 2 = Rarely, 3 = Sometimes, 4 = Usually, 5 = Consistently

Step 2) Check $\sqrt{3}$ up to areas you will act on now to improve your performance

Step 3) Describe training, support or actions needed to improve your planning skills

A) PLAN YOUR WORK	Rating Enter 1-5	Act ($\sqrt{3}$)	Describe training or support needed based on how you intend to learn
--------------------------	---------------------	-----------------------	--

1. Sets Goals and Priorities (chooses the right things to do)

a) Knows what results are expected by the customer of the work. _____

b) Analyzes the whole situation *before* taking action. _____

Sample

Average Rating for Goal Setting and Prioritizing

2. Develops Strategies (does things the right way)

a) Considers alternative methods or approaches to reach the goals. _____

b) Examines possible consequences, risks, and effects of chosen strategies. _____

c) Determines resources (equipment, people, information) needed to act. _____

d) _____

e) _____

f) _____

Average Rating for Strategies to do things right

3. Schedules People, Systems and Assets (gets things done at the right time)

a) Sets due dates or completion targets for each assignment. _____

b) Estimates the time/hours needed to complete major tasks. _____

c) Puts priorities first on the schedule and organizes time to keep the _____

d) _____

e) _____

f) _____

Average Rating for Scheduling

B) EXECUTE YOUR PLAN	Rating Enter 1-5	Act ($\sqrt{3}$)	Describe training or support needed based on how you intend to learn
-----------------------------	---------------------	-----------------------	--

1. Organizes information and the *_____* priorities. _____

2. Delegates or shares workload _____

3. _____

4. _____

5. _____

6. Anticipates and eliminates unnecessary work distractions and interruptions. _____

Average Rating for Executing your plan

C) MEASURE YOUR RESULTS	Rating Enter 1-5	Act ($\sqrt{3}$)	Describe training or support needed based on how you intend to learn
--------------------------------	---------------------	-----------------------	--

1. Monitors progress of work and reports status of plans to the right people. _____

2. _____

3. _____

4. _____

5. Critiques work results and methods in order to improve how time is used. _____

Average Rating for measuring results

Total Survey: Average Rating for time management practices		What will you change? Describe below
---	--	--------------------------------------

Comments on how to improve:

Name _____

Organization: _____

Date _____

A) EXPECTED CHANGES IN THE WORK ENVIRONMENT

Instructions A: Describe conditions you expect to change in the Work or how it gets better.

What are things like now. What will likely

1) EXPECTED CHANGES

2) 1) CHANGES IN PEOPLE (You or the People Around You)

3) EXPECTED CHANGES IN THE ENVIRONMENT (Conditions, Resources, Climate, Management)

Sample

Sample

B) THE ORGANIZATION

Instructions

What would they be? What would you want?

A)

B) W

C) Wish:

C) HOPES AND FEARS ABOUT THE FUTURE

As you think of the future what inspires you to hope for the best?

What future fears/concerns trouble you the most?

Instructions: All work can be classified as: *A = Important and Urgent*, or *B = Important or Urgent* but not both, and *C) Other things to do*. Review the examples below and sort your own work by these 3 types. Do this daily.

GUIDELINES FOR USING THE ABC PRIORITIES WORKSHEET

The purpose of the *ABC Worksheet* is to focus your attention where it matters, when it matters. It helps distinguish what you should do from all the tasks-activities you could or would like to do. Considering all the people, responsibilities, and work-life events that compete for your time and attention there is rarely enough time in your day-week-month to do everything you have been tasked or want to do. The solution to having too many tasks and not enough time is to prioritize your work. Stephen Covey offered this concept in his book 7-Habits of Highly Successful People and proposed that all work could be categorized by importance and urgency.

A URGENT & IMPORTANT (Act on it Right Now)	C OTHER THINGS TO DO (Do it but do it later)
<p>Examples of high-value tasks that are immediate and focus on the present</p> <ul style="list-style-type: none"> <input type="checkbox"/> Safety concerns <input type="checkbox"/> Irrecoverable <input type="checkbox"/> Key Opponent <input type="checkbox"/> Commitments <input type="checkbox"/> Problems that are urgent <input type="checkbox"/> Tasks affecting others <input type="checkbox"/> Past due projects 	<p>Examples of tasks that could stop or be deferred without negative, lasting effects.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tasks that can be handled via email (e.g. weekly cc email) <input type="checkbox"/> Tasks that can be handled at meetings <input type="checkbox"/> Tasks that can be handled with the phrase "Not a minute?" <input type="checkbox"/> Tasks that require professional journals <input type="checkbox"/> Tasks that require internet surfing for almost any reason <input type="checkbox"/> Many unscheduled phone calls <input type="checkbox"/> Adjusting what already works

Instructions : Self-monitor your time management behavior. Pay attention to yourself *doing things right* and report it on the right side.

Record your actions (or lack of it) and the effects. Catch yourself on *ineffective behaviors* on the left.

Name _____

Performance Target: Planning
Managing time, organizing

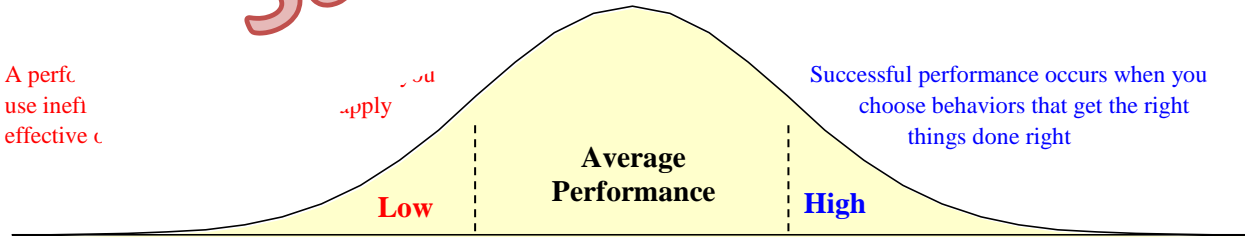
- A) Planning - the future, setting goals and a path to reach them
- B) Organizing - considering how all the pieces must come together and when
- C) Identifying what matters; setting due dates/milestones on key projects

...tives, planning ahead, adapting to change. ...y time more effectively)

...ne future, setting goals and a path to reach them ...considering how all the pieces must come together and when ...that matters; setting due dates/milestones on key projects

A perfor... use ineff... effective c

Successful performance occurs when you choose behaviors that get the right things done right



Sample

S

RECC

Date	Describe ineffective actions taken

Sample

COMMENTS

Guidelines: Use this worksheet to translate your key work-life goals into Action Plans to achieve balanced SUCCESS (Performance, Growth, Satisfaction, Well-being). Begin by loading up to 4 work-life projects in the circles below. Use the center section to name/define each project. Then use the outer circles to describe Action Needed. Start with Performance goals and then repeat these steps to report your Growth, Satisfaction, and Well-being goals and action plans. If a Master Strategy is needed to connect these projects describe it in the center.

