

Maximizing Assessment Reports

Here's The Easy Way For You To STOP Wasting Time

“I never waste time!” It's others who waste my time! ☹
How do I stop that? 😊

Here's the BAD news! No matter the reason for wasting time, it's YOUR responsibility to manage your time.

Here's the GOOD news! It's not that difficult if you have a structure to follow. This article shows you how to use our DISC and Motives report to STOP wasting time. I also include an example of how I personally used that part of the report to help me stop wasting time. The “Time Wasters” section of our DISC / Motives report tells you three things:

- How you waste time.
- Why you waste time.
- Solutions that will work for you to STOP wasting time.

The report uses your behavior and motives personal style to develop a custom “Time Wasters” section just for you. It's 1½ to 3½ pages in length.

Time Wasters Mastery Example

Here's what I did to use my report. I have a habit as a “DI” to think I can accomplish much more than I can accomplish. Because of that, one of the things my report says I do is *Procrastinate*. Maybe you have the same malady.

My report says “Possible Causes” are:

1. Priorities have not been set.
2. Do not see projects or tasks clearly.

3. Overwhelmed with commitments.
4. Hope that time will solve or eliminate the problem.
5. Fear of failure.

Causes #1 and #3 seem the truest for me.

My report lists five “Possible Solutions.” Solutions #1, “set goals and establish priorities” and solution #2, “break large projects into small steps and do one at a time” are doable for me. I am great at setting goals and terrible at

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Time Wasters

This section of your report is designed to identify time wasters that may impact your overall time use effectiveness. Possible causes and solutions will serve as a basis for creating an effective plan for maximizing your use of TIME and increasing your PERFORMANCE.

Procrastination

Procrastination is the process of delaying action. It is also the inability to begin action.

Possible Causes:

- Priorities have not been set
- Do not see projects or tasks clearly
- Overwhelmed with commitments
- Hope that time will solve or eliminate the problem
- Fear of failure

Possible Solutions:

- Set goals and establish priorities
- Break large projects into small steps and do one at a time
- Agree to follow established priorities
- Consider consequences if it doesn't get done
- Remind yourself that you will avoid the stress of putting something off until the last minute

Daydreaming

Daydreaming is being preoccupied with non-task or non-work related thoughts. It is being easily distracted from at-hand tasks and focusing on past or future events for prolonged periods of time.

Possible Causes:

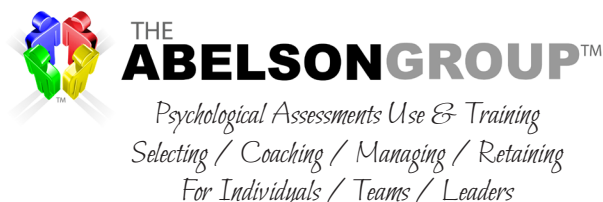
- Being a creative thinker and always thinking of new ideas
- Being more excited about the future than the here and now
- Bring personal problems to work
- See work as routine and unexciting

Adapted Style Natural Style

| DISC Dimension | Adapted Style Score | Natural Style Score |
|----------------|---------------------|---------------------|
| D | ~85 | ~85 |
| I | ~45 | ~45 |
| S | ~35 | ~35 |
| C | ~15 | ~15 |

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setting priorities and holding myself to those priorities. Everything seems to be important to me.

My solution actions:

- Continue to set goals.
- Truly develop priorities.
- Break projects down into smaller, more easily done steps.
- Delegate to others those things others in my organization are good at and enjoy doing.
- Hold them accountable for what they commit to do.
- Create a check-list of what is delegated to who AND what I will do myself.
- Every day, check the list, do appropriate things, hold others accountable for what they are to do. Check off tasks that are done.

The above is PLENTY for me to do along with my usual tasks I don't procrastinate. It seems to be working for me.

How Can You Use Your Report To STOP Wasting Time?

Get a copy of your report or contact us to take a report that includes the "Time Wasters" section.

Go to about Page 15 of the report and look for the Time Wasters section. It will include anywhere from 3 to 7 ways you waste time. Choose one of your time wasters you want to stop. Read its "Possible Causes" to get some insight on why you are wasting time. Then read the section on "Possible Solutions." Choose and **TAKE ACTION** on one or more of the solutions.

If you have a coach, share all this with your coach and get them to help you hold yourself accountable to take appropriate actions that will help you stop wasting time.

If you don't have a coach, it's time for you to hold yourself account to take appropriate action. Don't try to deal with too many time wasters at once or take too many time waster actions at once. If you try to do too much, that is a perfect prescription to fail. Choose one thing to stop wasting time on and two or three actions you **CAN** and **WILL DO** to stop wasting time. Succeed at minimizing one time waster at a time. Then, after you master that one time waster, it's time to go on to master another.

It's your turn. Choose a time waster and take actions to stop wasting time? If you are a procrastinator, no need to continue to procrastinate. Use the structure and suggestions in our report to help guide you toward success.

* Dr. Michael Abelson is a highly sought after speaker and consultant on how to effectively hire, manage, develop, retain and lead people and teams. If you are interested in the topic in this article, ask about his "Turning Over Turnover™" speeches and consulting. To learn more about opportunities for you to benefit from Dr. Abelson, his company or their psychological assessments go to www.TheAbelsonGroup.com/ or contact them directly through succeed@abelson.net or 979-696-2222.

