



TDI Report for **id 147 - 22.04.2010.**

The Time Diagnostics Inventory (TDI) reports on results across five Time Intelligence factors:

- Time Bias** Your inbuilt time preferences.
- Motivation** What's in this for me?
- Planning** Decision-making and prioritising.
- Execution** Your personal effectiveness.
- Reflection** Self evaluation.

When read together, the five Time Intelligence factors combine to support you in better understanding how you subjectively and objectively relate to time.

As well as reporting at the individual level, it will also allow you to assess the impact that your time use has on other people, and support you in developing further your relationships, interactions and work/life behaviours.

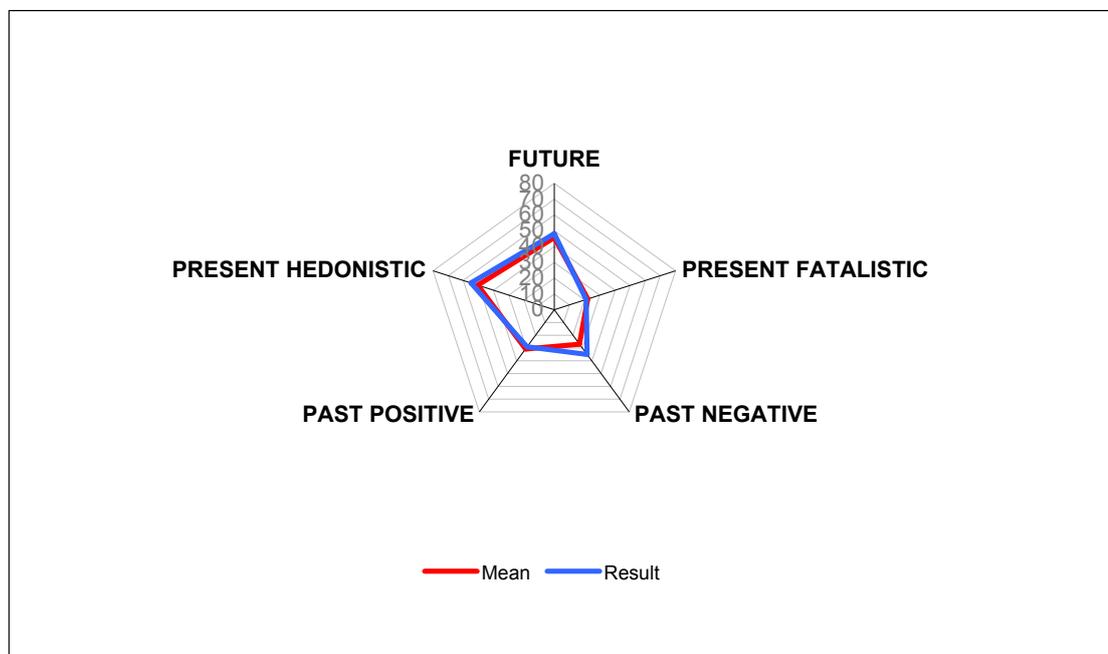
Please take a look at your TDI results, which we have compared to the mean of all results (TDI sample 2009) and use the notes that follow to help you identify how you think and act in time now. Once you understand this, you can begin to exercise greater awareness and choice over your effectiveness and well-being, to achieve a more balanced Time Intelligence.

The following report provides your Time Bias, Motivation, Planning, Execution and Reflection results and the action you could take. See Guidance Notes for further explanation.



Time Intelligence factor 1. **TIME BIAS** Your inbuilt time preferences

id 147's Time Bias 22.04.2010



RESULTS

FUTURE (F): MEDIUM
PRESENT FATALISTIC (PF): MEDIUM
PAST NEGATIVE(PN): HIGH
PAST POSITIVE (PP): MEDIUM
PRESENT HEDONISTIC (PH): HIGH



Time Intelligence factor 1. **TIME BIAS** Your inbuilt time preferences

1.1 Future Time Bias

MED

RESULT Your future is planned in clear, steady and pragmatic stages, resisting distractions and temptations along the way.

ACTION Get feedback from colleagues. Are you thinking strategically about yourself? Extend your planning horizon.

1.2 Present Fatalistic Time Bias

MED

RESULT You choose to shape what you do, but you are realistic, and recognize that, sometimes, events and people can throw plans off course. .

ACTION You realise that you cannot control everything, and that that is a good thing. Verify with colleagues that you're being realistic.

1.3 Past Negative Time Bias

HIGH

RESULT Your attitude to the past tends to make you habitually guarded and sceptical about the people and opportunities around you.

ACTION Get feedback from colleagues. Look out for being or appearing to others to be overly negative when new projects are launched. You may have a high PN result because of a specific negative experience. Cross check your PF result.

1.4 Past Positive Time Bias

MED

RESULT You have a balanced relationship with your past and reference your history with interest. Drawing on your positive past helps you shape the future.

ACTION People you work with have had very different pasts to you, seek to understand the way they view their past.

1.5 Present Hedonistic Time Bias

HIGH

RESULT You are good at being "in the moment" and can relate well to people. You may be too focused on getting immediate gratification in your life. This applies especially if your Future score is low as well. People at work may see you as immature or lacking credibility, which

ACTION Get feedback from work colleagues, friends and family. What impact are you having on them? Does your behaviour fit the context?



Time Intelligence factor 2. **MOTIVATION** What's in it for me?

2.1 - Liking What You Do

LOW

RESULT You tend to lack motivation and may lack a sense of achievement. This may lead to a feeling of resigned aimlessness and even lethargy, as you are not deriving energy from what you do.

ACTION It's time to take a long, hard look at what you're doing and why you're not doing anything about it. Time intelligence coaching and training will support you in this.

Time Intelligence factor 3. **PLANNING** Decision-making and prioritising.

3.1 - Setting Goals and Priorities

MED

RESULT Setting goals and priorities is important to you. This is not the same as being effective at it. Cross check with your scores in Execution below.

ACTION You just need a few tweaks to what you already do. Consider how your goals align with your values, and whether you could extend the time horizon for those goals.

3.2 - Preference for Organisation

MED

RESULT You prefer order and organisation, but you also value colleagues' contributions and ideas. You allow time to make yourself available.

ACTION Identify what you are doing so that it can be shared with others and carry on what you're doing. Ask colleagues how they view your approach to organisation.



3.3 - Balance

LOW

RESULT You would like more balance in your life. We all define "balance" differently - identify and clarify what balance means for you, and the people who are important to you.

ACTION You are not happy with the boundaries you currently have, either because they are not your own, or because you don't have control over them. Your first step is to establish what you want, then develop the area that is out of balance. Typically this would involve spending more time on identifying and aligning your work with your values and developing your interests outside of work

3.4 - Structured Routine

LOW

RESULT You don't have a structure or routine. You may think that routine inhibits your creativity and gets in the way. Actually, structure and routine at the right time and in the right place would give you more time to be creative.

ACTION Start incorporating some low level routine and structure into your working day. Notice when you are at your best, and prioritise tougher tasks for then.

3.5 - Effective Organisation

LOW

RESULT You have trouble with wasting time and drifting aimlessly. You don't feel effective; you may even have forgotten what "effective" means.

ACTION Get some coaching around setting goals and outcomes. Go for some quick wins and build from there.

Time Intelligence factor 4. EXECUTION Your personal effectiveness.

4.1 - Responsibility and Achievement

LOW

RESULT You waste time. Your time doesn't feel like it belongs to you. Someone else is in control, and you're not taking responsibility.

ACTION Re-establish control by keeping a time diary. Find out what you are honestly doing with your time and stop blaming forces and pressures from outside.



4.2 - Persistence

LOW

RESULT You have trouble completing tasks and tend to give up when difficulties arise.

ACTION Identify at what stage you are not completing tasks. If you give up at the first sign of difficulty, then your heart's not in it. Why is that? If you are leaving the last part undone (perhaps because you want to move on to new things) then consider delegating it to someone who is better at finishing, or discover how to make completion more interesting.

4.3 - Time Management

MED

RESULT You use the tools of time management. These tools are a solid foundation on which to build your understanding of time use.

ACTION Check out some other tools that you're not using, but that would suit you. Doing things straight away where you can, can save a lot of time.

Time Intelligence factor 5. REFLECTION Self-evaluation.

5.1 - Stress

HIGH

RESULT You feel overwhelmed by time pressures; you probably already know this is affecting your performance.

ACTION Review the TDI to find out what your stress points are. Check your results on Motivation, Planning and Execution. Stress could be affecting you in many areas, or very deeply in one. Time Intelligence coaching is highly recommended.

Thank you for completing the TDI. Your feedback is essential to us in developing and improving our services, products and customer satisfaction. If you have any questions or suggestions about the TDI itself, or your report, please contact us by emailing: tdi_feedback@timediagnosics.com



TDI Guidance Notes

Time Intelligence factor 1. **TIME BIAS** Your inbuilt time preferences

Your Time Bias has five dimensions, some of which you favour over others:

FUTURE (F) A willingness to defer gratification in the interests of gains in the future. Thinking through the consequences of actions.

Sample Items: "I am able to resist temptations when I know there is work to be done."
"I complete projects on time by making steady progress."

PRESENT HEDONISTIC (PH) An eat, drink and be merry attitude towards the present. This is a bias for taking action and doing. Not focused on deferring gratification. A high PH will indicate a greater willingness to take more risks and not be concerned with the future consequences.

Sample Items: "I do things impulsively."
"I often follow my heart more than my head."
"When listening to my favorite music, I often lose all track of time."

PRESENT FATALISTIC (PF) A fatalistic, helpless and hopeless attitude towards the present. A low PF is generally healthy; you believe you can control what happens to you now, and in the future.

Sample Items: "My life is controlled by forces I cannot influence."
"You can't really plan for the future because things change so much."
"Often luck pays off better than hard work."

PAST POSITIVE (PP) A warm, nostalgic attitude towards the past. Being positive about your past is a predictor of resilience and optimism for the future.

Sample Items: "It gives me pleasure to think about the past."
"I get nostalgic about my childhood."
"I enjoy stories about how things used to be in the 'good old times.'"

PAST NEGATIVE (PN) A tendency to ruminate on the negative associations of the past. A low PN is generally healthy; it means you don't think too negatively about your past.

Sample Items: "I think about the bad things that have happened to me in the past."
"I think about the good things that I have missed out on in my life."
"I often think of what I should have done differently in my life."

Please remember that you will use each Time Bias factor differently, depending on the situation and context. Your reported Time Biases show which ones you are most likely to use most often.



TDI Guidance Notes (cont).

Time Bias Combinations

Some combinations of Time Bias reinforce each other if your report shows:

HIGH PN AND PF

Indicates negative feelings about your past that are affecting your present.

Action:

Whatever the reasons for high levels of dissatisfaction with any aspects of your life, it may be that confidential support from a psychologist or counsellor would help. Log in to our Resources page on the Time Diagnostics website for further guidance.

LOW PH AND HIGH F

Often associated with highly goal-oriented people. In pursuit of your future goals, you are probably neglecting family and friends in the present.

Action:

Plan time with your friends and make sure that you allocate time and space for relaxation and fun.

HIGH PH AND LOW F

These results when taken together, indicate increased hedonistic behaviour. At its most extreme, it becomes a "Live fast, die young" attitude, and can indicate excessive risk taking. This is at the expense of planning and setting goals in the future.

Action:

If you want to start thinking about the longer term, and feel like you should grow up a little, now is a good time to do so. This will involve big changes to the way you operate, so Time Intelligence coaching support would be extremely beneficial.

HIGH PH, PP, F, LOW PN, PF

This combination is balanced, and is what many people are striving for. You know when to have a good time and when to defer pleasure in the interests of your goals. You consider your past as a solid base for your current and future well-being and feel in control of your destiny.

Action:

Keep it up and try to let others in on the secret of achieving this balance.



TDI Guidance Notes (cont).

Time Intelligence factor 2. **MOTIVATION** What's in it for me?

MOTIVATION

Do you have a sense of purpose, enjoy doing what you do, and look forward to going to work each day, or should you really be doing something else?

Sample Items:

"If I died today, I would feel that my life has been worthwhile."

"I don't have a good sense of what I'm trying to accomplish in life."

"I often question if I made the right decisions."

Time Intelligence factor 3. **PLANNING** Decision-making and prioritising.

PLANNING

How inclined are you to set yourself goals? Can you make the most of "dead" time, while waiting for something else to happen.

Sample Items:

"I set deadlines for myself when I set out to accomplish a task."

"I break complex, difficult projects down into smaller, manageable tasks."

"I take a long time to get going."

Time Intelligence factor 4. **EXECUTION** Your personal effectiveness.

EXECUTION

This involves getting on with it! How ready are you to implement and see things through? Perseverance and taking responsibility for tasks all impact on your ability to start and complete a job. A lack of perseverance does not equate to a lack of ability.

Sample Items:

"I find it easy to organise my time."

"I carry a notebook to jot down notes and ideas."

"I rarely procrastinate."

Time Intelligence factor 5. **REFLECTION** Self-evaluation.

REFLECTION

When you stop and think about how you use your time, do you feel stressed? Many people feel dissatisfied about their time use. Time can feel like it is something you cannot control. By acting on reflection we can all take control and improve our time satisfaction.

Sample Items:

"My time doesn't seem to belong to me."

"I feel overwhelmed by my responsibilities."

"I rarely worry about time."