

Personal Time Profile™



Everyone has individual time preferences & personalities. Tap into your best practices to create a customized approach to get your work done.

	Office Work	Work From Home	Task Work
ENERGY LEVEL: time of day			
STYLE: independent, group, body double			
DEADLINES: last minute vs long lead-times			
FOCUS: multitasking vs one at a time			
PACE: fast & furious vs slow & steady			
PERFORMANCE: make a plan vs spontaneous			
ORGANIZATION: revealer vs concealer			
ENVIRONMENT: small & cozy vs large & spacious			
SOUND: quiet vs noise			
SPACE: lights, windows, closed/open door			
MUSIC: classical, current, instrumental			
FURNITURE: desk, floor, table, chair			
SUPPLIES: timer, pens, headphones, clock			
TOOLS: apps, planner, checklist, devices			
FOOD: snack, beverage			