



HOW WILL YOU CHUNK YOURS ?

How Do You Chunk Your Time?

This assessment will help you identify your preferred way of sorting time

In **Time Mastery** we talk about the four main ways in which people chunk and sort their time and that it's essential to identifying your own preference to find rhythm in life. This assessment will help you identify your preferred way of sorting time, you can then use your copy of Time Mastery to help you design a time management approach that fits your natural way of thinking best. For each question select the answer which most closely applies to you.

1 | My preferred way of viewing my diary or task list is:

- A. Be able to see a daily plan with all appointments in detail
- B. An overall daily or weekly plan so that I know where there are meetings or appointments and where there are gaps for other things
- C. A weekly or monthly overview so that I can see what I have planned in each week or month
- D. A weekly or monthly overview where I can see what have planned in for various types of activities, could be colour coded to show me what I'm working on at a given time

2 | If I'm in the middle of something and get interrupted by something that takes 15 minutes:

- A. I quickly shift my schedule around in my head so that I can still get everything done I want to
- B. I give it my full attention, then get back to what I was previously doing
- C. The day can feel totally disrupted
- D. I can be distracted into the interruption and end up focusing on that

3 | Life flows best when:

- A. My day runs smoothly
- B. I've had variety
- C. I'm working towards a big project or achievement
- D. I'm immersed in something for a whole day, week or even longer

4 | I get most stressed out by:

- A. Lots of disruption to my routine
- B. Working on big chunky projects that can't be broken down
- C. Getting pulled into things I consider to be irrelevant to the big picture
- D. A day with lots of 'bits' in it

5 | I'm most in flow when:

- A. Everything runs on time
- B. I'm juggling lots of things well
- C. Planning a long term project or piece of work
- D. I'm thinking strategically or creatively

6 | Other people would say I'm:

- A. A stickler for sticking to the plan
- B. A bit of a mad hatter, always with lots of things on the go
- C. Really focused on achieving big goals, but sometimes miss small steps
- D. In the moment and spontaneous but can sometimes miss the details

7 | I get overwhelmed by:

- A. Planning larger life goals
- B. Big important decisions
- C. Strategic and 'blue sky' thinking, just seems like a lot of waffle
- D. Getting started and taking small steps

8 | I get irritated by people who:

- A. Don't keep to time or are late
- B. Dismiss the important details
- C. Can't see the long term picture
- D. Are obsessed by sticking to a schedule above all else

9 | I'm really good at (pick one you do best):

- A. It's been smooth sailing
- B. You've accomplished all the things you set out to
- C. You've managed to balance all the important priorities
- D. It's been full and fun

10 | I sometimes wish I could:

- A. Spend more time in the bigger picture
- B. Work on bigger longer terms plans
- C. Deal better with interruptions and curveballs
- D. Accurately estimate how long things actually take

Results

Mostly A

Small Chunk Sequencer

Small time chunkers consider time in terms of days, hours or even minutes. They measure their efficiency in how many things they can get done in a given timescale. They are brilliant at thinking about details. The downside is they can busy themselves on things that are not so important to the bigger picture.

Sequencers see in their mind a line of time and can easily place events in the past, present and future. They are excellent at project management and consultancy because, once they have a plan, they will deliver it. The downside is that sequencers can find it hard to deviate from a plan once it is in place. Their mind is always sequencing so they find it hard to be spontaneous.



It may help you to:

- Break activities down into a chunk size you can look at and feel clear and motivated about doing.
- Plan your day in hour-by-hour chunks as long as the activity has purpose.
- Plan in your breaks throughout the day or you might not take them.
- Write a daily to-do list and enjoy ticking things off as you go.

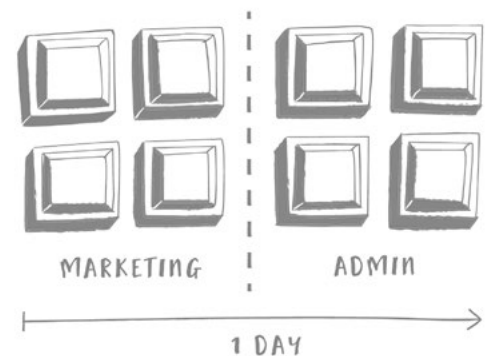
Mostly B

Small Chunk Themer

Small time chunkers consider time in terms of days, hours or even minutes. They measure their efficiency in how many things they can get done in a given timescale. They are brilliant at thinking about details. The downside is they can busy themselves on things that are not so important to the bigger picture.

Themers have buckets in their head with different subjects in them. They are often very creative because ideas pop into their heads when they are floating around in the appropriate subject bucket. The downside is they have trouble completing things. Their mind has probably wandered off a few times and is now thinking about something related but not the thing in hand.

SMALL & THEMES



It may help you to:

- Spend small chunks of time working in Themes rather than processes or procedures. For example, spend an hour working on Marketing and just do whatever comes up for you around that theme.
- Take breaks when you feel like it. More frequent shorter breaks will work well for you.
- Use visual aids like mind mapping to work your way around your themes.

Mostly C**Big Chunk Sequencer**

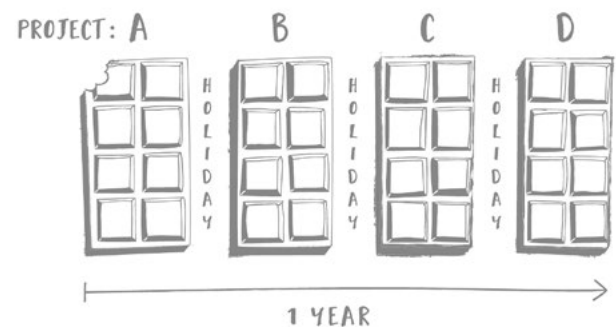
Big time chunkers consider time in terms of key goals and milestones, and they have big ideas and big problems. They are often great strategic thinkers and keep people aligned with the bigger picture. The downside is they can get overwhelmed by lots of detail and can fool themselves into thinking they have more time available than they do.

Sequencers see in their mind a line of time and can easily place events in the past, present and future.

They are excellent at project management and consultancy because, once they have a plan, they will deliver it. The downside is that sequencers can find it hard to deviate from a plan once it is in place. Their mind is always sequencing so they find it hard to be spontaneous.

It may help you to:

- Group activities into key milestones in a sequence. For example, list your key achievements or goals by month or even year.
- Spend time ensuring your goals are clear and have target dates. This will give you motivation and focus.
- Plan your breaks within the week rather than the day. You might be happy to work intensively for days at a time and then take a day or two off completely.

BIG & SEQUENTIAL**Mostly D****Big Chunk Themer**

Big time chunkers consider time in terms of key goals and milestones, and they have big ideas and big problems. They are often great strategic thinkers and keep people aligned with the bigger picture. The downside is they can get overwhelmed by lots of detail and can fool themselves into thinking they have more time available than they do.

Themers have buckets in their head with different subjects in them. They are often very creative because ideas pop into their heads when they are floating around in the appropriate subject bucket. The downside is they have trouble completing things. Their mind has probably wandered off a few times and is now thinking about something related but not the thing in hand.

**It may help you to:**

- Plan your activities in Themes rather than processes. For example, have an afternoon working on Marketing and just do whatever comes up for you around that Theme.
- Do detail and process only when you need to and don't spend too long on it in one go.
- You will get easily immersed in things so when you feel your energy running out, take a long break from what you are doing, like go for a walk or swim. It will refresh you ready for the next Theme.

Can we help?

If you have any questions regarding your time mastery or if you'd like more information on our facilitation services and strategy support, get in touch by email at info@monkeypuzzletraining.co.uk. We look forward to hearing from you.