



Assessment Name: **2Beta-API**

Time & Space Style Inventory 2017 (2BetaAPI)

Assessment For: **Sam Sample**

Congratulations!

You've just completed the **Time & Space Style Inventory (TSSI)**.

Please scroll to the end of the report for your a graph of your unique personal style scores. This report is 8-9 pages long depending on your browser/printer settings.

Important Once you close this report window, you will not be able to re-access it, but your report will be emailed to the email address you entered when you purchased this product. Unless there is trouble with the email, your complete report should be conveniently delivered to your inbox Please be sure to check your Junk and/or Spam folders if you do not receive it within thirty minutes.

Scroll all the way to the bottom of the report to see your unique Style Preferences.

The Two Style Preference Dimensions: Time and Space

Your **Space Style Preferences** describe the typical ways you manage your surroundings. They are based on how you usually arrange your space, assign value to items and tolerate disorder.

Your **Time Style Preferences** describe the typical ways you manage your minutes and hours. They are based on how you usually handle your priorities, attend to details and deal with action items.

SCORES

Your score for each Style Preference will fall into one of the following categories:

- **DOMINANT** These styles indicate your most prominent behaviors and preferences for managing time and space.
- **STRONG** These styles describe typical ways you manage time and space to feel more in control.
- **MODERATE** These styles are ones for which you display a moderate preference.
- **MINIMAL** These styles are ones for which you display very little preference.

Just as personalities are unique, your style scores are unique to you and indicate degrees of 'preference'. Just as one person prefers chocolate, another may just as strongly prefer vanilla. One is not more right or wrong, good or bad, better or worse, strong or weak. A **dominant score** for a style preference indicates what you typically do, and a **minimal score** for a style preference simply indicates behaviors you do not display very often, if at all.

Don't be concerned if you score high or low, or if you have several strong or dominant style preferences. Some people may have few dominant preferences, while others may have several dominant and/or strong style preferences. Remember, this tool measures 'degrees of preference' so, just as you may like chocolate ice cream, you may also enjoy strawberry, rocky road, and NY Super Fudge Chunk.

Style Preferences are NOT singular and they are not isolated. Instead, they may be influenced by life situations and periods of change and high (or low) stress. The key is to assess how these styles describe your lifestyle, and determine if your habits are working for you, or against you. The scores themselves matter less than the information they reveal and the insights you will gain by looking deeper.

Use the scores to lead you to understand how your behavior adapts to meet certain needs, conditions or demands.

Whatever your final scores, don't worry. The Inventory is a snapshot of where you are at the moment and can be influenced by changing circumstances (e.g., whether you manage differently at home than you do at work, or whether you're undergoing a particular life phase such as going back to school, dealing with a newborn or going through a period of stress.)

Knowing more about your preferred styles will help you find organizational and time management products and systems that will work best for you. An additional benefit: knowing the preferred personal styles of the people you live and work with will give you an opportunity to improve both communications and teamwork results.

Below, you'll find an overview of each of the Style Preferences, and your personal results appear after the descriptions. You may prefer to scroll down and refer to your unique results, prior to reading the detailed style descriptions.

Introducing The Time Style Preferences

- **Hopper**
- **Hyper Focus**
- **Big Picture**
- **Perfectionist Plus**
- **Impulsive**
- **Cliff Hanger**

HOPPER

Hoppers enjoy variety and the spontaneity of switching tasks frequently, but may have trouble completing all the open items on their task list.

DESCRIPTION Hoppers enjoy change of pace, and the freedom to switch from one activity to another. They may often be easily distracted, however, and thereby run the risk of going off-track and not finishing what they start. Having too many open items simultaneously can ultimately cause them to be unproductive.

APPROACH When possible, Hoppers should eliminate distractions to offer themselves more uninterrupted chunks of time in which to finish tasks. Timers may help them stay on track. They will also find it helpful to be aware of shifts in their energy levels to recognize when they need to take a break and thereby reduce the odds of being distracted.

HYPER-FOCUS

The Hyper Focus style is absorbed by detail but may have trouble stopping one activity to transition to something new.

DESCRIPTION This style preference gets so involved in what they're doing that they may ignore reminders and cues to move on to the next priority. When Hyper Focus people are deeply involved in the task at hand, they can become so absorbed in the details, that they can lose track of time.

APPROACH It's important for Hyper Focus people to work from a prescribed plan and create natural bridges with strategies for moving from task to task. They can benefit from using backwards planning and scheduling to determine necessary project phases and start/finish dates, as well as chunking time into 20 minute segments.

BIG PICTURE

Big Picture individuals are big thinkers but often leave the details out of their plans.

DESCRIPTION They find details less attractive than global strategies and tasks that call for spontaneity. Their lofty vision and high speed of action can cause them to overlook or ignore the essential small pieces necessary for success.

APPROACH Big Picture types are much more effective when partnered with people who will handle the details and follow-through on tasks. On their own, they need to create simple, basic routines to follow, write things down, and make sure that their communications are clear and precise.

PERFECTIONIST PLUS

Perfectionist Plus types thrive on details and an endless pursuit to 'get things right'.

DESCRIPTION Because of their very high personal standards, they believe that they should be able to do nearly everything themselves and do it all well. They may be overly concerned about others' approval and often have difficulty saying 'No' to the requests of others for their time.

APPROACH Perfectionist Plus types must distinguish between high and low priority activities so that they can spend their time on those with the highest payoff. It's important for them to learn how to say no and to delegate tasks where possible so that they have room on their plate for the things they most enjoy.

IMPULSIVE

Impulsive types love to leap but may forget to look first.

DESCRIPTION Enjoying the rush of adrenaline, they would rather act spontaneously than follow a preset plan. However, lack of planning, or diminishing its importance, can result in missed deadlines and letting others down. Impulsives tend to get bored easily and

can find routine and maintenance tasks distasteful.

APPROACH It's helpful for Impulsive's to gain perspective by looking at the bigger picture in order to make better decisions. They will benefit from longer-term planning, routine reviews, and daily targets that allow time for spontaneity. Posting mantras, intentions and reminders of their overall goals will often help remind them to stay focused on their highest priorities.

CLIFF HANGER

Cliff Hangers believe that they work most effectively when under the pressure of a deadline.

DESCRIPTION Cliff Hangers like having an adrenaline rush to help them focus, but working under tight deadlines often doesn't leave enough time to check work thoroughly or to handle things that might go wrong. Waiting to start until the last moment often causes added stress, tension and even missed deadlines.

APPROACH Cliff Hangers need to monitor their time to better estimate how long things really take to complete. They will benefit by identifying their highest priorities and scheduling earlier start dates for those tasks. If they still choose to procrastinate, it should be on the less significant priorities.

Introducing The Space Style Preferences

- **Everything Out**
- **Nothing Out**
- **Saver**
- **Minimalist**
- **Straightener**
- **No Rules**

EVERYTHING OUT

Everything Outs prefer to use visual cues as reminders and leave things out so they can find them easily, but too many unattended items can lead to overwhelm.

DESCRIPTION They believe that 'out of sight is out of mind' and see their piles as evidence of hard work. They fear that putting things away may cause them to forget to take action. They like to leave things out where (hopefully) they can put their hands on them again quickly. When too many things are left out, however, it can become difficult to find what they're looking for.

APPROACH Everything Outs do well to survey their desks often and make sure that the visible items are only those they use and/or are pleasing to look at. They feel most organized when they utilize clear or translucent storage containers so they can see what's stored inside.

NOTHING OUT

Nothing Outs equate a clear surface with being organized, but be careful of what lurks behind closed closet doors.

DESCRIPTION They avoid what feels like clutter in their visible spaces and prefer organizational products that hide things from view. Because they dislike mess, they often 'stash' items away in haste in drawers and closets. This behavior can be troublesome if their inside spaces are unorganized, and lack reliable systems for retrieval. Because of this tendency, it's necessary for them to devise and maintain organizational and retrieval systems in their storage and hidden spaces, especially when they are out of sight.

APPROACH Nothing Outs will find it beneficial to create workable filing and storage systems that are easily accessible and labeled, for both active and long term projects. This style may find electronic planning and scheduling tools and apps especially appealing.

SAVER

Savers feel that virtually everything might come in handy someday and keep things 'just in case'.

DESCRIPTION Savers see their accumulations as insurance for the future, and feel more secure when they have everything they need. But saving becomes a problem when the volume of things saved overwhelms the space within which to save it. They don't necessarily accept that the value of things changes over time, which can lead Savers to believe long-held collections are much more valuable than they are in reality.

APPROACH To enhance flow, Savers need to be able to find, use and enjoy what they save. They will benefit from using ranking systems to determine what has the highest value to them and also by having support to assist them in passing on items of lesser value. Savers should tackle organizing jobs in limited chunks of time or space so the decision-making process is not overwhelming.

MINIMALIST

Minimalists dislike clutter and avoid it by letting go of items frequently, sometimes at the cost of sentimental value.

DESCRIPTION Excess causes them to feel uncomfortable. You will not see Minimalists stopping at tag sales and clearance bins. They typically pass up free items and prefer to live in the now. They appreciate the value of memories but do not need to connect those memories to things nor keep objects for purely sentimental reasons.

APPROACH Minimalists will do well to take time to evaluate the importance of their belongings so meaningful personal items are not let go in haste. It's especially important for Minimalists to avoid disposing of other's belongings without permission!

STRAIGHTENER

Straighteners like to line things up and create neat piles but straightened doesn't always mean organized.

DESCRIPTION If someone moves something from its correct spot, a Straightener will put it back immediately, without even thinking. They tend to be so preoccupied with neatness that they don't recognize that their arrangements may not make sense. Straighteners feel more in control when items are aligned. They like neat piles even if they don't know what's in those piles.

APPROACH Because of their propensity to neatness, Straighteners need to distinguish between simple straightening and actual organizing. Their storage and retrieval systems should be easy to use and manage, and keep things neat as well as organized.

NO RULES

No Rules types may look more disorganized to others than they really are due to a lack of systems and routine.

DESCRIPTION Although they may know what they have and be able to find things, No Rules types have few if any, systems to help them stay organized. They may have a gap in organizational skills or knowledge, or they may just be nonconformists or rebel at the idea of conventional structure and control. Sometimes this style shows up for people experiencing situational or chronic overwhelm.

APPROACH It can be helpful for No Rules types to know that changes can be gradually achieved with simple planning and the right products. They may need support to devise personal storage and retrieval systems that are convenient and easy to manage. This style, especially, should create systems that encourage consistent maintenance behaviors and specific routines.

NEXT STEPS: GOING DEEPER

The TSSI includes proprietary access to the **TSSI Hub**, a membership site full of accessible, value-added information about how to interpret your scores. When you access the TSSI Hub, you'll find informational videos, printable lists and tools, and a comprehensive, detailed, printable summary for every style preference.

Check your inbox for Login details and access the Hub to learn more.

With purchase, you'll receive unique TSSI Hub login credentials that will be emailed to you shortly.

The TSSI Hub is always expanding to include examples, ideas and product suggestions for each style preference. Exploring the TSSI Hub will help you understand how to ease situational tension, as well as how to work better with other styles.

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If you are working privately with a TSSI Consultant, Productivity Coach or Professional Organizer, please email your report pdf to this person prior to your next appointment and contact your professional to determine next steps.

For more information on how you can use this inventory as a diagnostic tool for your own clients and practice, please contact: Cena Block, Founder Sane Spaces, LLC (cena@sanespaces.com)

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