



TIME
USE
INITIATIVE

Does your Organization have **Time Policies?** Let's Check it!

Self-assessment tool for organizations
that want a balanced organization
of time.

June 2024



What is it?

The Self-Assessment Tool for Organizations is a diagnostic tool designed to evaluate and enhance time management practices within an organization. It aims to identify strengths and areas of improvement for how an organization manages time, promotes work-life balance and enhances employee well-being.

By systematically assessing these areas, organizations can develop strategies to improve productivity and create a more supportive and efficient work environment.

How to use it?

This tool is structured to cover five key areas crucial for improving workers' well-being and productivity. Each section includes specific initiatives that the organization might implement to address these areas.

1. Self-Assessment: organizations are asked to indicate the status of each initiative with **one** of three options:

Yes: The initiative is already implemented and is considered a good practice.

No: The initiative is not currently implemented.

No, but interested: The initiative is not implemented but identified as an opportunity for improvement.

2. Analysis: After completing the questionnaire, analyse the results to identify strengths, gaps, and opportunities for improvement in time-related policies.

3. Action Plan: Develop an action plan based on the assessment to help implement or improve initiatives that enhance better time organization for your team.

If you have any questions during the process, please contact:

info@timeuse.barcelona

Please, choose one of the three options: Yes: you have the initiative implemented (good practice) No: initiative not implemented No, but interested: initiative not implemented but spotted as an opportunity	Yes	No	No, but interested
More efficient and rationalisation-oriented time management models			
Organization culture			
Organizational culture includes values that refer to productivity, sustainability or time management			
There is a time management improvement plan that includes aspects such as: specifying working and rest times, flexibility measures, intensive workdays, teleworking policy, measures to increase workers' time autonomy, workday compacting measures, measures to improve the quality of life and health of workers (especially shift workers), and measures to improve work-life balance and co-responsibility, among others			
Annual goals include strategies related to efficiency or time optimisation			
Periodic monitoring (throughout the year) of the performance of workers is carried out			
Efficient meetings			
An efficient meeting culture is encouraged by including good practices such as: short meetings, a clear agenda, and punctuality at the beginning and the end, among other measures			
Meetings are held via video conference as much as possible to save time and travel			
Work systems oriented towards rationalisation			
There is an effective and efficient internal communication system that reaches all members of the organization in the correct format			
There is a management system, procedures and protocols to optimise work processes			
Specific applications and software are used to improve organization and time management for workers			
Training sessions are provided for workers and supervisors to improve time management			
Commuting			
Measures are endorsed to reduce commuting time and the use of private transport			
Travel time between the worker's home or workplace and the service location is considered working time			

Work-life balance and flexible hours

Predictable scheduling

Individual preferences are considered when assigning work hours and shifts

The employment contract explicitly states the usual working hours and/or the degree of flexibility and possible changes

The annual calendar is published and communicated to the entire organization at the beginning of the year; specifying working and holiday days, weekly rest periods, annual vacation periods, work schedules, and their assignment, in accordance with the collective agreement or company agreement

Workers have the option to take shorter lunch breaks (30 minutes) to leave earlier (workday compaction)

Flexibility

Teleworking is allowed when job functions permit

Workers can distribute their holiday time flexibly throughout the year, considering the needs of the team and the organization

Flexible working hours are applied to meet personal, family and life needs (start and end of the workday, meal times, etc)

Free disposition hours are allowed

Peak workload management

For foreseeable workload peaks, work overload is planned as early as possible—ensuring equitable work distribution among the team such as hiring additional staff

For unforeseen workload peaks, compensation mechanisms ensure adequate rest for affected workers

Clear information on overtime compensation mechanisms (time or financial) is provided

Teleworking and digital disconnection

Teleworking employees are allowed to flex their hours to adapt to the new situation

Stable teleworking plans are implemented at the individual or collective level; respecting the needs of both the company and workers

Digital disconnection measures (such as out-of-office messages in email or availability status in online tools) are implemented to regulate workers' interactions at home

Awareness and training actions are carried out to encourage respect for digital disconnection among both management and workers

Effective co-responsibility between men and women

Corporate policies

A co-responsibility policy offers the same reconciliation facilities to workers regardless of gender and promotes its use by men

A developed and partially, or fully, implemented Equality Plan is in place

Awareness campaigns are conducted to promote effective co-responsibility between men and women regarding family responsibilities and caregiving time

Irregular workdays are facilitated for workers with shared custody of children, aiding conciliation

Leaves

Upon return from maternity or paternity leave, parents are offered additional leave days or reduced working hours with 100% salary for an agreed period

Existing leave for caring for minors and dependents is extended (e.g., for children's medical visits, serious illness, urgent family reasons or miscarriage)

Flexibility measures allow workers to recover working hours lost due to personal indisposition (e.g., during menstruation)

Options for reducing working hours for reconciliation beyond the established agreement are extended (e.g., breastfeeding, caring for children under 12, disabled persons, dependent relatives, hospitalisation and treatment of dependents, separation or divorce, etc.)

Health and meals

Workers are offered the possibility to have lunch or/and dinner within their working hours and are encouraged to do so on a healthy time slot that aligns with their circadian rhythms

Healthy eating is promoted at the company with vending machines offering fruits, and bowls of nuts in meeting rooms and offices, etc

Management of shifts and night work

Shift organization and conciliation

For fixed shifts, individual preferences or needs are considered when assigning shifts and reviewed periodically (based on family responsibilities, health, age, years of night work, etc)

A rotating shift system respects circadian rhythms as much as possible, with no more than 3 consecutive night shifts per week and at least 2 days off afterwards

Different shift lengths are established, shortening the night shift and compensating hours worked for rotating shifts or making contracts of different durations (avoiding shifts longer than 9 hours)

Workers on morning and afternoon shifts are allowed to have lunch and/or dinner at healthy times (around 1 PM for lunch and 8 PM for dinner) within their shift hours			
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Promoting time consciousness and facilitating social time for workers well-being			
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Awareness actions are taken during the need for healthy habits and improving quality of life (regarding sleep hours and quality, meal times, physical activity, balanced diet, etc)			
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Measures to improve workers' sleep quality (with objective and validated tools) are incorporated, such as including it in the annual review, to consider when organizing work schedules and especially shifts			
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Free time is provided for volunteering, political or union affiliation, association activities, etc			
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Knowledge exchange experiences, such as time banks, are promoted			
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Access the Self-Assessment tool

Free to download at Time Use Initiative Website

Access: <https://timeuse.barcelona/self-assessment-tool-for-organizations-on-time-policies/>

Support the development of our Action Plan

The Time Use Initiative offers advising services in defining and implementing time initiatives for organizations with a unique and proven methodology.

Contact: info@timeuse.barcelona

Find us: <https://timeuse.barcelona/>



The **Time4All** project is part of the European Commission's CERV programme, which awards projects that promote social equality and citizens' rights. The project expects to reach about 1,700 participants, in particular youth and women, whom time poverty hits hardest. It will run two years from 2023 to 2024, and include multiple activities for local policymakers, citizens, research institutions, and other social partners.

The project is led by the city of Bergamo and Time Use Initiative (TUI), the international organization promoting time policies and the right to time which currently runs the Network's secretariat.

More information:

<https://timeuse.barcelona/projects/time4all/>

This project has received funds from the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Education and Culture Executive Agency (EACEA). Neither the European Union nor the granting authority can be held responsible for them.



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Launched in Barcelona (Catalonia, Spain) in 2014, the **Time Use Initiative** (TUI) is a leading international organization dedicated to promoting the right to time and advocating time policies for a healthier, more egalitarian, efficient, and sustainable society.

In 2019, TUI went global, attracting over 100 major stakeholders spanning governments, unions, business organizations, research institutions, and more. These stakeholders have endorsed the **Barcelona Declaration on Time Policies**, a commitment to promote time-related initiatives worldwide.

More information:

<https://timeuse.barcelona/who-we-are>

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