



BATTALION TIME MANAGEMENT

TIME MANAGEMENT TOOLS:

Battalions coordinate and deconflict operational events against time. During Home Station operations, unit events center themselves around training events. During forward deployments, unit events are centered around operational missions.

Common to most staffs, these products normally take the shape of three distinct products; the **Long Range Training Calendar (LRTC)**, **Short Range Training Calendar (SRTC)** , and **Battle Rhythm**. The following pages present various generalized samples using common Microsoft-based software.

Because calendar products are based around training and operational events, the operations staff (**S3**) are commonly the proponent of these products. The administrative distribution and product knowledge management is commonly managed by the S3.

Note: Modern military doctrine in most militaries do not adequately address these types of products... the type of products that are behind what drives an organization. These are not taught in schools and are learned by non-commissioned and commissioned officers that grow on staffs from the battalion level where Soldiers are first exposed to staff operations. Products like these derive themselves from the need to effectively manage time, manage expectations, and make operations efficient and effective.



BATTLE RHYTHM

BATTLE RHYTHM:

"Commanders establish the unit's training battle rhythm to integrate and synchronize training activities, meetings, briefings, conferences, and reports. Establishing a training battle rhythm helps sequence and formalize these activities to regulate the flow and sharing of training information across the command." 3-2, FM 7-0

This Battle Rhythm section outlines three different approaches to visualizing and working with battle rhythms at the battalion level. Battle Rhythm Events listed in this product each have their own defined format; host/audience, event timeline, agenda, and purpose. The Battalion Staff SOP can be one way a staff can ensure these processes are standardized accordingly. This section also presents sample formats for some of the listed events.



BATTALION BATTLE RHYTHM – SAMPLE 1



SAMPLE BATTLE RHYTHM 1.

This battle rhythm outlines regularly occurring events over four intervals... day, week, month, and year. The product is used within Microsoft Power Point and relatively easy to manage.

This Battalion has chosen to list reports as well within this product (White events are report submission dates). The grey items indicate regularly occurring meetings.

YEAR	MONTH	WEEK	DAY								
<div>SAMPLE BATTLE RHYTHM 1.</div> <div>This battle rhythm outlines regularly occurring events over four intervals... day, week, month, and year. The product is used within Microsoft Power Point and relatively easy to manage.</div> <div>This Battalion has chosen to list reports as well within this product (White events are report submission dates). The grey items indicate regularly occurring meetings.</div>											
QTR 2	1st Mo/QTR	10	BN READINESS MTG	Sun	0000	REST PLAN 2200-0500					
	QTB 3RD Mo/QTR	11	SOCIAL MEDIA SCRUB NLT 12th	Mon	0100						
		12									
		13									
		14									
		15									
	LDR QTR CNSLNG	FAMILY ROSTER 1st Mo/QTR	16	MOTOR POOL WALK	BN-CO XO MEETING	Tue	0200	Physical Training 0630-0800	REVEILLE @ 0630		
		TASK ORG 1st Mo/QTR	17	MO CNSLNG NLT 15th			0300			PERSTAT NLT 0630	
		QTR 3	CMD CLIMT Semi-Annual	18	CBRNE NLT 20th	PLANS UPDATE 1300-1400	Wed				0400
			19	PROPERTY AUDIT NLT 20th	0500						
			20	CALENDAR SCRUB	Thu	0600	CHOW 0800-0900				
			21			SGT TIME TRNG 0630-1700		0700			
			22			SoW NLT 1400		0800			
			23	S4 BUDGET REPORT	Fri	0900		CHOW 1200-1300			
			24			CMBT PWR NLT 1400			1000		
			25			SITREP NLT 1500	1100				
	26	ATP (CO) Annual	1200								
	QTR 4	QTB 3RD Mo/QTR	27	REST PLAN 2200-0500							
		LDR QTR CNSLNG	28	REST PLAN 2200-0500							
			29								
			30								

THIS TEMPLATE IS AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com

THIS TEMPLATE IS AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com



BATTALION BATTLE RHYTHM – SAMPLE 2



SAMPLE BATTLE RHYTHM 2.

This battle rhythm outlines regularly occurring events over two intervals... day and week. The product is used within Microsoft Excel and moderately easy to manage.

This Battalion also used unique Lieutenant Colonel and Command Sergeant Major rank icons to indicate events that include the Battalion Commander and Battalion Command Sergeant Major. Color coding events also adds ease of understanding general audience requirements.

Battalion Battle Rhythm										
WEEKLY BATTLE RHYTHM										
TIME	DAILY (MON-FRI)		MONDAY	TUESDAY	WEDNESDAY					
0500										
0530										
0600		TOP 3 Meeting								
0630		0630-0730 PRT								
0700										
0730	0730-0900									
0800	Dining Hours									
0830										
0900	0900-1000		0900-1000 BN Staff Sync				0900-1000 LPD/OPORD			
0930	OPS SYNC	Staff Duty Outbrief	0900-1700 Command Maintenance	0930-1130 BDE (Rotating Mtg)			0900-1300 Sergeant's Time Training		0930-1130	
1000									15-6/FLIPL Review	Change of CMD Slot
1030										Plans Update
1100										
1130	1130-1300									
1200	Dining Hours					1145-1245 Sensing Session				
1230										
1300			1100-1130 BN/CO S3 Sync		1300-UTC BN Mtgs	Event IPR 1300-1400	BN Maint Meeting	DIV Order Published	1300-1430 CO Trng Meetings	
1330					Legal Update	Trng Mtg / wk C&S / alt wks	BDE/BN 3 SYNC	BDE Order Published		
1400										
1430										
1500			1500-1600 C2-VAL	1500-1700 BDE-BN	BN Orders Published	BDE/BN CSM SYNC (Wk 3)	BDE Maint Meeting	BN ROTATING MTGS Cmd&Staff (Wk1) Maintenance (Wk2) Training (Wk3) Readiness (Wk4)	1500 Soldier Inspections	
1530			1600-1700 CP-Update	Sect Sync Meetings	BN-CO XO MTG					
1600		1630-1730								
1700	1700-1830	CDRs Time								
1730	Dining Hours	Staff Duty Inbrief								
1800										
1830										
1900										
1930										

This battle rhythm outlines regularly occurring events over two intervals... day and week. The product is within Microsoft Excel and moderately easy to maintain.

This Battalion also used unique Lieutenant Colonel, Command Sergeant Major rank icons to indicate events that include the Battalion Commander and Battalion Command Sergeant Major. Color coding events also adds ease of understanding general audience requirements.

LEGEND:

THIS TEMPLATE IS AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com

below	Select Personnel
combined	BDE Event w/ BN Attendance
CMD Grps combined	



BATTALION BATTLE RHYTHM – SAMPLE 3



SAMPLE BATTLE RHYTHM 3.

This battle rhythm outlines regularly occurring events over various intervals. The product is used within Microsoft Word generally easy to manage.

BATTALION BATTLE RHYTHM (2055)

DAILY / WEEKLY						
When	Monday	Tuesday	Wednesday	Thursday	Friday	
	0615-0630 Staff Duty Oubrief 0630-0800 Physical Trng 0900-0930 Command Sync 1000-1045 Command Huddle	1000-1100 Legal Update 1300-1400 BN-CO XO Sync 1500 BN Orders Published	1000-1200 BN IPR Event Window 1300-1400 BDE/BN S3 Sync 1300-1500 BDE/BN CSM Sync	0630-1700 Sergeant's Time Trng 0930-1130 Rotation MTG Window	0930-1130 Change of Command Window 1000-1130 Plans Update	
BI-WEEKLY						
When	Monday	Tuesday	Wednesday	Thursday	Friday	
1 ST Week				0930-1130 BN Command & Staff		
2 nd Week		1300-1400 Maintenance Meeting		0930-1130 BN Training Meeting		
3 rd Week				0930-1130 BN Readiness Meeting		
4 th Week		1300-1400 Property Review		0930-1130 BN Maintenance Meeting		
MONTHLY	Property Inspections (Unannounced) (Second Half of Month) Command Sergeant Major Fitness Review (Mid-Month)					
QUARTERLY	Quarterly Training Brief (Mid-Month) Quarterly Resource Review Quarterly Training Guidance Publish					
ANNUAL	Annual Training Guidance Publish (No Later Than (NLT) Mid-October. Personnel Records Review Staff Assisted Visits / Inspector General Review					
OTHER						

THIS TEMPLATE IS AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com



BATTLE RHYTHM – SAMPLE EVENT DETAILS



BATTLE RHYTHM EVENT DETAILS.

The Sample Events on the following pages offer events descriptions and a condensed view of the digital presentation documents that are commonly adhered to within battalion staffs. These event standardizations are codified within the Staff SOP and are maintained by the Battalion Operations Sergeant Major or operations shop designee (S3 Staff).

For a more thorough event product packet with editable sample digital products contact your local advisor.



BATTLE RHYTHM MEETING STANDARDS

BN BATTLE UPDATE BRIEF



EVENT:

Frequency:

Location:

Time:

Audience:

Purpose:

Format:



BATTLE RHYTHM MEETING STANDARDS

BN MAINTENANCE MEETING



EVENT: Battalion Maintenance Meeting

Frequency: Weekly, Tuesday.

Location: Battalion Conference Room

Time: 1030-1130

Audience:

BN Executive Officer

BN S4 (or designated representative)

BN Support Company Maintenance Officer

BN Support Company Maintenance Chief

HQ Company Executive Officer

Support Company Executive Officer

Maneuver Company Executive Officers (x3)

Purpose:

Review current unit maintenance status. Align maintenance efforts, identify friction points, discuss lessons learned.

Format:

This military is assigned a Maintenance Officer and Maintenance Chief within their Support Company; tasked to oversee all battalion maintenance. These two Soldiers host the meeting. In some militaries the battalion executive officer or battalion S-4 will host the meeting. The Maintenance Officer reviews all maintenance followed by each company executive officer briefing their current maintenance picture. This helps the Executive Officer understand what companies leaders are handling maintenance as well as which companies may need additional assistance if they demonstrate a weak knowledge of their maintenance outlook or do not appear to understand and apply the priorities to their workload.



MEETING CLOSING COMMENTS



BATTALION MAINTENANCE DATA



COMBAT READINESS						Encumbrances			
SYSTEM	AUTH	OH	FAC	MAG	OR	<100 Days	10-120 Days	>120 Days	TOTAL
L112	22	22	18	4	82%	14	\$52,600.00	22	\$143,000.00
L113	21	21	20	1	95%	0	\$120,200.00	0	\$0.00
L120	16	16	12	4	75%	0	\$0.00	42	\$183,500.00
TRUCK MAINT	2	2	2	0	100%				
TRUCK TROOP	0	0	7	1	80%				
TRUCK FULL									
TRUCK WASTE									

ITEMS				
Type	Number	Model	Encumbrance	Serial
SCUM	XX-27-001	NVD	10.4.40.001	4
MMTC	L-22.004	1102	0.4.00.001	22



ROLE CALL / AGENDA



ROLE CALL:

- BN Executive Officer (XO)
- BN S-4 (or representative)



BATTALION MAINTENANCE MEETING



THIS MEETING TEMPLATE IS AVAILABLE BY REQUEST.

**CONTACT SITE MANAGER @
resource_mil@yahoo.com**



BATTLE RHYTHM MEETING STANDARDS

LOGISTICS SYNC



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS

COMMAND & STAFF SYNC



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS

READY & RESILIENT SYNC



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS

BN-TO-BDE QUARTERLY TRAINING BRIEF



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS

CO-TO-BN QUARTERLY TRAINING BRIEF



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS PLANS UPDATE BRIEF



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS

STAFF SECTION SYNC



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

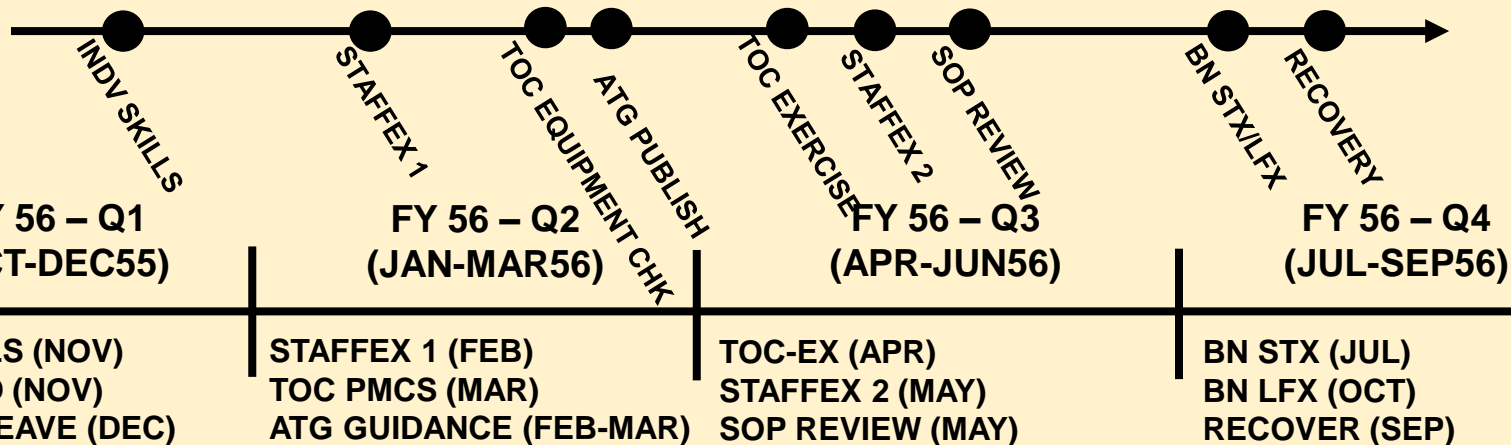
Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTALION FY56 LRTC GLIDEPATH



The Annual Glidepath provides a condensed overview of the general progression of main events that drive all subsequent events. This LRTC has minimal data on it and can serve a Battalion as a general means of communicating the year's glidepath.

THIS TEMPLATE IS AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com



LRTC 4th QTR FY56

[illegible]

Battalion Task Cycle

GREEN **RED**

UNIT INSPECTIONS

PLT STX

Motor Pool Operations

BDE / DIVISION - STAFF EXERCISE

Planned OPD - NCOPD Period

Fitness Test

10 DAY RECOVERY

ON LEAVE PAX

ON LEAVE PAX

A CO / B CO / C CO

A CO / B CO / C CO

ON PASS PAX

ON PASS PAX

ESC

ESC

OFF

SERVICES

GREEN CYCLE **AMBER CYCLE** **RED CYCLE**

THIS TEMPLATE IS AVAILABLE BY REQUEST.

THIS TEMPLATE IS AVAILABLE BY REQUEST.

**CONTACT SITE MANAGER @
resource mil@yahoo.com**



Short Range Training Calendar (SRTC)



	29SEP-05OCT	06-12OCT	13-19OCT	20-26OCT	27OCT-02NOV	03-09NOV	10-16NOV
	WK01	WK02	WK03	WK04	WK05	WK06	WK07
KEY EVENTS	<ul style="list-style-type: none">• STAFF DUTY SOP COMPLETE• OPD• S1 SOP REVIEW	<ul style="list-style-type: none">• NCOPD EVENT• STAFF ASSISTED INSPECTION VISIT (BDE)	<ul style="list-style-type: none">• QUARTERLY TRIANING BRIEF TO BRIGADE• PUBLISH QUARTERLY GUIDANCE	<ul style="list-style-type: none">• LEAVE PERIOD• STAFFEX 1 PLANNING SESSION	<ul style="list-style-type: none">• BN FTX PLANS REVIEW• STAFFEX 1 COMMANDER UPDATE BRIEF	<ul style="list-style-type: none">• MB 11 WINDOW	<ul style="list-style-type: none">• VETERAN'S DAY (08-11)
CDR OBJ	<ul style="list-style-type: none">• PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none">• FAMILY INTEGRATION PREPARATION	<ul style="list-style-type: none">• IDENTIFY HIGH RISK SOLDIERS	<ul style="list-style-type: none">• PRIORITIZE NOVEMBER MAINTENANCE	<div>This Battalion Short Range Calendar is useful for Battalion Command and Battalion Staff to coordinate, deconflict, and adjust planning from one week to three months out. This example uses a Microsoft Power Point format that is maintained by the S1 Administrative staff. The S1 coordinates with the S3 to transpose Long Range Events onto the Short Range Calendar.</div>		

WK: / Event: / Date(s):

Location:

Trainer:

Plan Due NLT:

RXL Date:

WK: / Event: / Date(s):

Location:

Trainer:

Plan Due NLT:

RXL Date:

WK: / Event: / Date(s):

Location:

Trainer:

Plan Due NLT:

RXL Date:

THIS TEMPLATE IS AVAILABLE BY REQUEST.

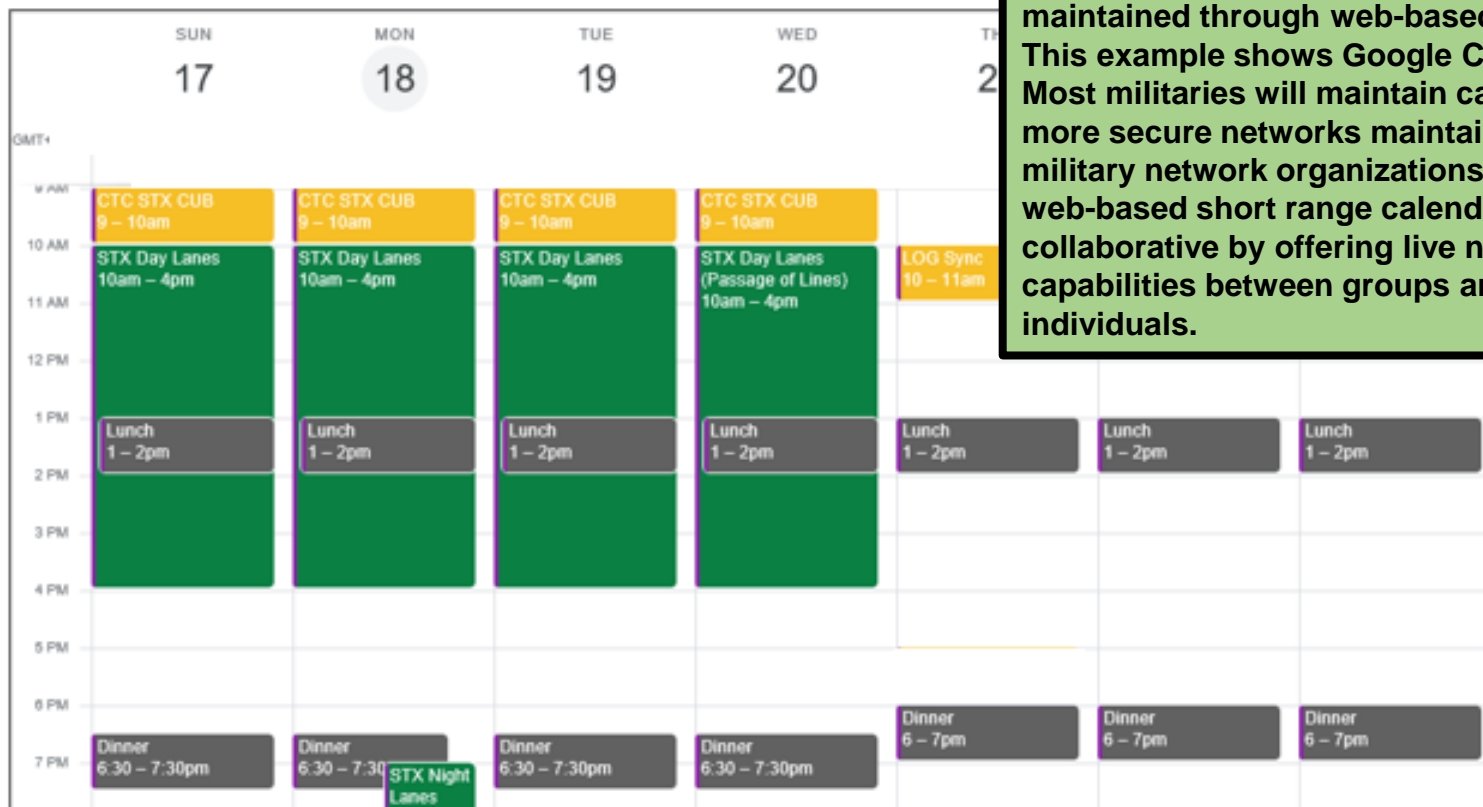
**CONTACT SITE MANAGER @
resource_mil@yahoo.com**



Short Range Training Calendar (SRTC)



BN Calendar (Google Calendar View)



This Battalion Short Range Calendar is maintained through web-based software. This example shows Google Calendar. Most militaries will maintain calendars on more secure networks maintained through military network organizations. Online web-based short range calendars are more collaborative by offering live networked capabilities between groups and individuals.

