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 administrative section of a staff (**S1**), or sometimes by the S3. Using the S1 as the administrative handler of these official records helps to strengthen the relationships between staff sections and contain knowledge management within the administrative staff, the administrative hub for all staff sections.

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

	YEAR	MONTH	WEEK	DAY

YEAR

QTR 2

1st Mo/QTR

QTB 3RD Mo/QTR

LDR QTR CNSLNG

FAMILY ROSTER 1st Mo/QTR

TASK ORG 1st Mo/QTR

QTR 3

CMD CLIMT Semi-Annual

QTB 3RD Mo/QTR

LDR QTR CNSLNG

FAMILY ROSTER 1st Mo/QTR

TASK ORG 1st Mo/QTR

QTR 4

ATP (CO) Annual

QTB 3RD Mo/QTR

MONTH

READINESS REPORT NLT 5th

TASK MGMT NLT 5th

BN READINESS MTG

SOCIAL MEDIA SCRUB NLT 12th

MOTOR POOL WALK

BN-CO XO MEETING

MO CNSLNG NLT 15th

CBRNE NLT 20th

PROPERTY AUDIT NLT 20th

CALENDAR SCRUB

S4 BUDGET REPORT

CNSLNG AUDIT

| 10 |
| 11 |
| 12 |
| 13 |
| 14 |
| 15 |
| 16 |
| 17 |
| 18 |
| 19 |
| 20 |
| 21 |
| 22 |
| 23 |
| 24 |
| 25 |
| 26 |

WEEK

Sun

Mon — **CMD GROUP SYNC 0900-0930**, **CMD MAINT 0900-1700**

Tue — **STAFF SYNC 0900-1000**

Wed — **LOG SYNC 0900-1000**, **PLANS UPDATE 1300-1400**

Thu — **SGT TIME TRNG 0630-1700**

Fri — **SoW NLT 1400**, **CMBT PWR NLT 1400**, **SITREP NLT 1500**

Sat

DAY

0000	REST PLAN 2200-0500
0100	
0200	
0300	
0400	
0500	
0600	Physical Training 0630-0800 — REVEILLE @ 0630
0700	PERSTAT NLT 0630
0800	CHOW 0800-0900
0900	
1000	
1100	
1200	CHOW 1200-1300
1300	
1400	
1500	
1600	
1700	CHOW 1700-1800 — RETREAT @ 1700
1800	
1900	
2000	
2100	
2200	REST PLAN 2200-0500
2300	

BATTALION BATTLE RHYTHM – SAMPLE 2

Battalion Battle Rhythm

WEEKLY BATTLE RHYTHM

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

LEGEND:

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

BATTALION BATTLE RHYTHM – SAMPLE 3

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
1ST Week				0930-1130 BN Command & Staff	
2nd Week		1300-1400 Maintenance Meeting		0930-1130 BN Training Meeting	
3rd Week				0930-1130 BN Readiness Meeting	
4th 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	

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 Battalion Administration Office (S1).

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

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				
SYSTEM	AUTH	OH	FMC	NMC	OR
L112	22	22	18	4	82%
L113	21	21	20	1	95%
L529	16	16	12	4	75%
TRUCK-MAINT	2	2	2	0	100%
TRUCK-TROOP	8	8	7	1	88%
VAN-TROOP					
TRUCK-FUEL					
TRUCK-WA ST					

	Recoverables							
0-9 Days		10-29 Days		30-180 Days		>180 Days		TOTAL
14	$32,500.00	22	$168,900.00	6	$120,250.00	0	$0.00	42	$189,650.00

		MM6			
Type	Number	Model	Suspense	Remain
SOVM	KK-27-0081	NVD	10-142/056	4
MW	5-223-089	L112	9-4-00/05	

Type	OVER
TRACK	2
WHEEL	0
GEN	0
WPN	45
NVD	45
OPTICS	0
CBRNE	0
MEDICAL	0
OTHER	0
TOTALS	91

ROLE CALL / AGENDA

ROLE CALL:
- **BN Executive Officer (XO)**
- **BN S-4 (or representative)**

BATTALION MAINTENANCE MEETING

1-12IN BN

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

EVENT: <MEETING EVENT HERE>

Frequency: <DATA>
Location: <DATA>
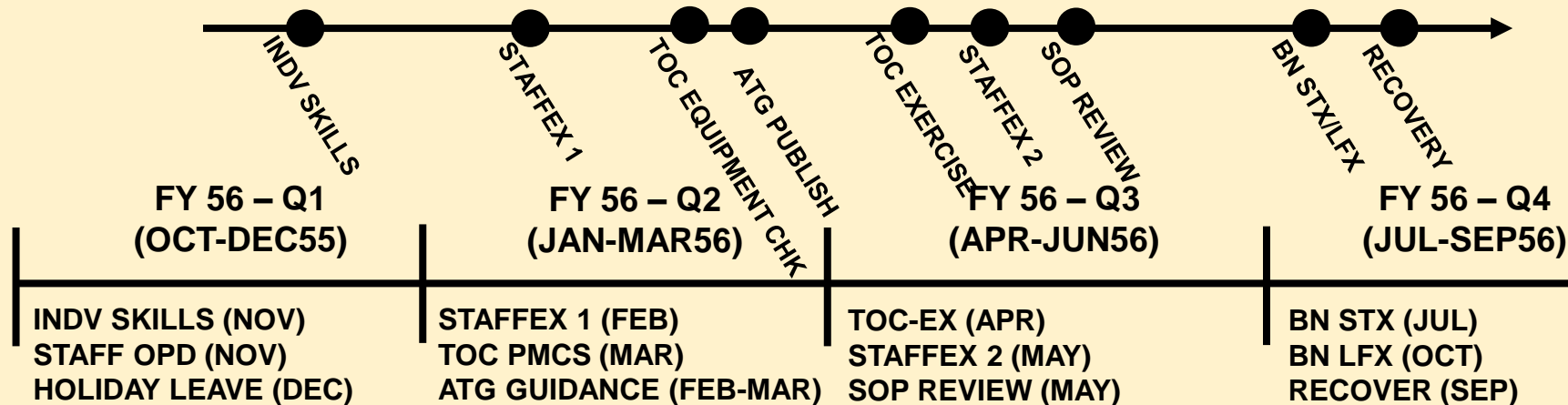**Time: <DATA>**

Audience:
<DATA>

Purpose:
<DATA>

Format:
<DATA>

THIS MEETING TEMPLATE IS CURRENTLY BEING DEVELOPED

BATTALION FY56 LRTC GLIDEPATH

Timeline events: INDV SKILLS, STAFFEX 1, TOC EQUIPMENT CHK, ATG PUBLISH, TOC EXERCISE, STAFFEX 2, SOP REVIEW, BN STX/LFX, RECOVERY

FY 56 – Q1
(OCT-DEC55)

FY 56 – Q2
(JAN-MAR56)

FY 56 – Q3
(APR-JUN56)

FY 56 – Q4
(JUL-SEP56)

FY 56 – Q1 (OCT-DEC55)	FY 56 – Q2 (JAN-MAR56)	FY 56 – Q3 (APR-JUN56)	FY 56 – Q4 (JUL-SEP56)
INDV SKILLS (NOV) STAFF OPD (NOV) HOLIDAY LEAVE (DEC)	STAFFEX 1 (FEB) TOC PMCS (MAR) ATG GUIDANCE (FEB-MAR)	TOC-EX (APR) STAFFEX 2 (MAY) SOP REVIEW (MAY)	BN STX (JUL) BN LFX (OCT) RECOVER (SEP)

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

BATTALION FY56 LRTC

LRTC 4th QTR FY56

| | | | | | | | | | | EX | EY | EZ | FA | FB | FC | FD | FE | FF | FG | FH | FI | FJ | FK | FL | FM | FN | FO | FP | FQ | FR | FS | FT | FU | FV | FW | FX | FY | FZ | GA | GB | GC | GD | GE | GF | GG | GH | GI | GJ | GK | GL | GM | GN | GO | GP | GQ | GR | GS | GT | GU | GV | GW | GX | GY | GZ | HA |

AUGUST | **SEPTEMBER**

| TW 45 | TW 46 | TW 47 | TW 48 | TW 49 | TW 50 | TW 51 | TW 52 |

F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T |
31 1 | 2 3 4 5 6 7 8 | 9 10 11 12 13 14 15 | 16 17 18 19 20 21 22 | 23 24 25 26 27 28 29 | 30 31 1 2 3 4 5 | 6 7 8 9 10 11 12 | 13 14 15 16 17 18 19 | 20 21 22 23 24

BN

TASK CYCLE: GREEN | RED

UNIT INSPECTIONS | BDE / DIVISION - STAFF EXERCISE

Motor Pool Operations

PLT STX | Planned OPD - NCOPD Period | Fitness Test

CO/BN STX / FTX

LEAVE PERIOD | 10 DAY RECOVERY | FUN

MAINT

GREEN CYCLE | ON LEAVE PAX | ON LEAVE PAX | A CO / B CO / C CO | A CO / B CO / C CO
AMBER CYCLE | ON PASS PAX | ON PASS PAX | FSC | FSC
RED CYCLE | OFF

SERVICES

HHC

> This Battalion lists the large Battalion tasks up top.. And subsequent Company tasks below as well as maintenance service tasks (e.g. annual vehicle services, annual weapon services).

> This Battalion Long Range Training Calendar (LRTC) for this Battalion is published annually with the ATG and updated continuously through the Operations Staff. This product is created within Microsoft Excel.

> Note the Brigade Level Red-Amber-Green and the subsequent Battalion Company Red-Amber-Green methodology. Red Cycle for this Battalion are the periods where the red designated companies and/or personnel are the ones designated to conduct post tasks or general support tasks.

> 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	• STAFF DUTY SOP COMPLETE • OPD • S1 SOP REVIEW	•NCOPD EVENT •STAFF ASSISTED INSPECTION VISIT (BDE)	•QUARTERLY TRIANING BRIEF TO BRIGADE •PUBLISH QUARTERLY GUIDANCE	•LEAVE PERIOD •STAFFEX 1 PLANNING SESSION	•BN FTX PLANS REVIEW •STAFFEX 1 COMMANDER UPDATE BRIEF	•MB 11 WINDOW	•VETERAN'S DAY (08-11)
CDR OBJ	• PROFESSIONAL DEVELOPMENT	•FAMILY INTEGRATION PREPARATION	•IDENTIFY HIGH RISK SOLDIERS	•PRIORITIZE NOVEMBER MAINTENANCE			

> **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.**

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:
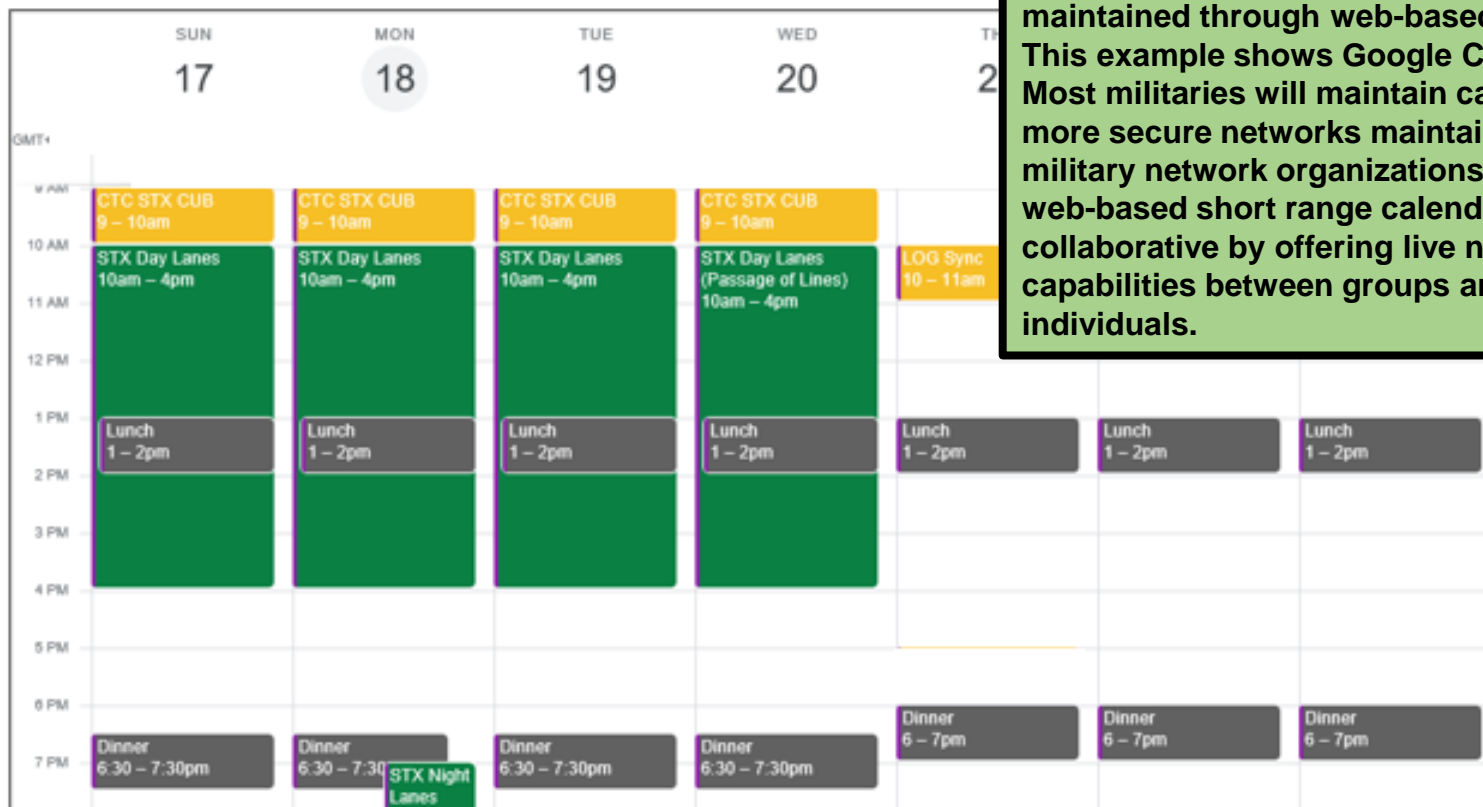
THIS TEMPLATE IS AVAILABLE BY REQUEST.

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.

Legend:
- CTC/RTU/Team Meeting (purple)
- DV Visit (red)
- STX Event (Phase I) (light green)
- LFX Event (Phase III) (light blue)
- Meeting/Ceremony (yellow)
- Battle Rhythm Event (gray)
- CTC/Team Meeting (light yellow)
- STX Event (Phase II) (dark green)
- FTX Event (Phase IV) (blue)