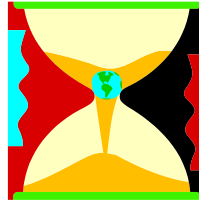


TIME LOG



- Have you ever had the experience of looking back on your week with the sinking feeling that you didn't get as much done as you'd hoped?
- The first step to better managing your time is to find out how you're currently spending your time. Keeping a time log is a very effective way to do this, and after trying it for just one week, you'll immediately gain tremendous insight into where your time is actually going. The very act of measuring is often enough to raise your unconscious habits into your consciousness, where you then have a chance to scrutinize and change them.
- Throughout your day record the time whenever you start or stop any activity. Consider using a stopwatch to just record time intervals for each activity. You can do this during only your working time or throughout your entire day. At the end of the day, sort all the time chunks into general categories, and find out what percentage of your time is being spent on each type of activity (e.g. meetings, administration, 1-1s with staff). If you want to be thorough, calculate the percentage of your total time that you spent on each type of activity.
- You may be surprised to discover you're spending only a small fraction of your working time doing what you'd consider to be actual work. Studies have shown that the average worker does only 4-4.5 hours of actual work per day. The rest of the time is spent socializing, taking coffee breaks, eating, engaging in non-business communication, shuffling papers, and doing lots of other non-work tasks.
- Where did those other hours go? The time log helps identify these, showing all the time drains you aren't consciously aware of -- checking emails too often, excessive perfectionism doing tasks that didn't need to be done, taking too much time for meals, succumbing to preventable interruptions, etc.
- Think about calculating your personal Efficiency Ratio = (Time Doing "Real Work") / (Time Spent "At Work") as a percentage
- Use the template below; *you are probably best printing one out for each day of the week to track*

DAY:.....

<i>ACTIVITY</i>	<i>START</i>	<i>FINISH</i>	<i>TIME SPENT</i>	<i>DID YOU PLAN TO DO THIS NOW?</i>	<i>NOTES</i>