Daily Time Record Log

Name _____ Day _____ Date _____

Time	Activity	Interruptions		
		Phone	People	Other
7:00 AM				
7:30 AM				
8:00 AM				
8:30 AM				
9:00 AM				
9:30 AM				
10:00 AM				
10:30 AM				
11:00 AM				
11:30 AM				
12:00 PM				
12:30 PM				

Daily Time Record Log

Name _____ Day _____ Date _____

Time	Activity	Interruptions		
		Phone	People	Other
1:00 PM				
1:30 PM				
2:00 PM				
2:30 PM				
3:00 PM				
3:30 PM				
4:00 PM				
4:30 PM				
5:00 PM				
5:30 PM				
6:00 PM				
6:30 PM				

Analyzing Your Time Log

When you have completed your Daily Time Log, summarize your record. The following questions will help you analyze the results of your time log:

1. What went right today? Why?

2. What went wrong today? Why?

3. What time did you start on your top priority task? Why? Could you have started earlier in the day?

4. What patterns and habits are apparent from your time log? What tendencies?

5. Did you spend the first hour of your day well, doing important things?

6. What was the most productive period of your day? Why?

7. What was the least productive period of your day? Why?

8. What accounted for most of your interruptions?

9. What were the reasons for the interruptions?

10. Which of these interruptions can be controlled, minimized, or eliminated?

11. What were your three biggest timewasters today?

12. How might you eliminate your three biggest timewasters?

13. How much of your time was spent on low value activity?

14. What did you do today that could have been eliminated?

15. What activities could you spend less time on and still obtain acceptable results?

16. What activities needed more time today?

17. What activities could be delegated? To whom?

18. Beginning tomorrow, what will you do to make better use of your time?