Take a Time Inventory:

This is a great way to find out where your time goes each day! Write down everything you do each day for one week. Begin by making a daily time log form (example below). To get the most from your time inventory, follow these instructions:

1. **At the start of each day, enter the date and time.** Take it with you wherever you go, and record each event, no matter how small it may seem to you.

2. **When you begin an activity, write down the starting time and the nature of the activity in the first two columns.** Be sure to list every activity and why it occurred.

3. **Use the key to rate each activity for importance and urgency.** For example, if you are working on an activity that is very important and very urgent, write A1 in the Importance/Urgency column. Or, if it is a medium-priority, non-urgent task, write B3 in the Importance/Urgency column.

4. **If the activity is a planned one, put a P in the Planned/ Interruption column.** If it’s an interruption, put an I in the Planned/ Interruption column.

5. **When you finish working on one activity (or are interrupted by another), write down the amount of time used in the appropriate column.** Do you have any comments or thoughts about the activity? Was it a waste of time? Can you delegate it to someone else? Do you have an idea for doing it better or faster? Write down any ideas in the comments column. These will be useful when you take stock of the week’s activities.

6. **At the end of the week, take inventory.** Review your time-log sheets, noting the kinds of activities that occur most frequently, such as telephone calls, seeing customers, doing paperwork, visiting with colleagues, attending meetings, socializing, and corresponding. Then summarize the week. Write down each major category of time use (including a miscellaneous category), how much time it consumed, and the percentage of total time it consumed. Now you know where your time is going. Chances are that it isn’t going where you thought it was going. But don’t get discouraged, the best of us waste 2 hours/day!

<table>
<thead>
<tr>
<th>Starting Time</th>
<th>Activity</th>
<th>Importance/Urgency</th>
<th>Planned/ Interruption</th>
<th>Time Used</th>
<th>Comments</th>
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**Compare your goals and time inventory.**

**Consider the following questions:**

a. What are my three greatest time wasters?

b. How much time is consumed by interruptions? Who or what is most responsible for them? How can they be reduced?

c. Am I doing tasks that are urgent and unimportant? How can they be reduced or eliminated?

d. What are my most and least productive times of the day?

e. Whom do I need to see more of? Whom do I need to see less of?

f. What activities need more time?

g. What activities need less time?

h. What can be eliminated or delegated?

i. Am I trying to do too much?

j. Am I procrastinating?

k. What habits or tendencies are causing me to waste time?

**Daily Time Log:**

Name: __________________________

Date: __________________________ Time: __________________________

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**Importance:**

A: Top Priority (must do)

B: Medium Priority (should do)

C: Low Priority

**Urgency:**

1. Must be done now

2. Should be done soon

3. Not Urgent

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