

## TIPS FOR USING TIME TRACK

The TIME TRACK is designed to help you better understand the way you are spending your days in the hope that you can become more effective by using your time on those activities that provide the highest payoff. To use TIME TRACK, simply:

1. Print 2 copies of the TIME TRACKING TOOL.
2. List your key activities each day (up to 20) in the boxes across the top of each page. Follow the process below for two days to make sure you have listed activities that you actually are involved in during a typical workday.
3. Revise your list of activities as necessary and make 7-10 copies of TIME TRACKING TOOL to allow an adequate tracking period...be sure to track activities over consecutive work days so you will profile a full week of job activity.
4. Write the date in the upper left hand corner at the start of the day you will be tracking.
5. Pause at least once each hour during the day to record the time spent in each activity by drawing a vertical line through the boxes that correspond to the hours (or partial hours) spent on the activity. (You may want to record activities more frequently if there are natural breaks in activity or if you find it more convenient to do so.)
6. At the end of the day, allocate 10-15 minutes to add up the time spent in each activity to develop a picture of how you are actually spending your time throughout the day.
7. After keeping TIME TRACK for 7-10 days, compile your results and identify ways you can become more effective by better allocating your time to those activities that will help you achieve your goals.

For best results pause at least once every hour to note how you have spent your time during that hour on each of the activities you have defined across the top, then at the end of the day total up the time spent in each area. Do this for at least 7 consecutive business days for accurate results.

## TIME TRACK

DATE																
Time																Notes
7 am																
8 am																
9 am																
10 am																
11 am																
Noon																
1 pm																
2 pm																
3 pm																
4 pm																
5 pm																
6 pm																
<b>Total Time</b>																

