

Date _____

DAILY TIME LOG			
Time	Task	Planned	Unplanned
5:00 a.m.			
6:00 a.m.			
7:00 a.m.			
8:00 a.m.			
9:00 a.m.			
10:00 a.m.			
11:00 a.m.			
12:00 p.m.			
1:00 p.m.			
2:00 p.m.			
3:00 p.m.			
4:00 p.m.			
5:00 p.m.			
6:00 p.m.			
7:00 p.m.			

Time Log Assessment

Once you have spent at least a few days tracking how you spend your time, use that information to better plan your days. Answer the following questions based on your time log:

1. What are the major sources of interruptions or unplanned tasks?

Look for patterns so that you can pre-empt them.

Examples:

If people are frequently coming to you with urgent requests:

Set earlier deadlines for them to make assignments or deliver items to you.

Train them to handle matters themselves.

If the first hour of your day is lost to team members asking questions:

Start the morning with a quick team huddle.

Meet with each person before day's end to put team members on track for the following workday.

Set regular times when you will check in with people so that they know they can hold all but urgent questions until that time.

If a chatty co-worker takes up too much work time:

Say frankly that you don't have time to chat.

Eliminate the visitor's chair from your office/cubicle. People won't stay as long if they have to stand.

When the person enters your office, stand up to walk to another area of the office. Chat as you walk to the coffee machine or supply closet, and then return by way of that person's workstation, where you can say goodbye.

2. Are tasks taking longer than you expected?

Use your time log to set realistic to-do lists for the day.

TIP: Schedule no more than five hours of work to allow for the unexpected items that inevitably pop up.

3. When are you most focused and energized?

Can you complete a weekly report in 10 minutes if you do it in the morning, but does it take twice as long if you work on it after lunch? Knowing that will help you schedule tasks efficiently.

If you can't concentrate well until after your second cup of coffee, don't plan to work on major tasks first thing in the morning. If your energy is lowest in the later afternoon, put off easier tasks until then.