

www.time-management-central.net/time-management-forms.html

TIME CREATION Coaching
www.timecreationcoaching.com.au



Time Tracking Instructions

Congratulations on taking the first step to creating an extra hour a day. Tracking your time gives you a valuable baseline to start your journey. You will gain insights during the process of tracking your time AND you start to see patterns that will help you identify where you are allowing time to leak away.

Step 1 -- Identify between 5 and 10 KEY categories for the activities you do. Some examples are: meetings, email, paperwork, staff management, personal, planning, travel, interruptions. There will also be specific activities for your role. For sales people would include prospecting. We suggest that Personal and Planning MUST be included.

Step 2 -- Click on the tab 1 on the bottom of the page. Print this form. Use one page per day. Simply place a mark in the 15 minute block under the category. So if you are in a meeting from 7am to 9am you will have 8 marks from 7am (takes just a few seconds). You can take these written sheets and put them in this spreadsheet (a day for each tab below) to get totals and graphs. Just put a 1 in the cell. All the adding and the graphs will happen automatically.

*You can send the data to us by fax 03 98904790 and we will do this for you for **free** :-)*

Step 3 -- Analyse the information. Where is your time going? What patterns do you see? What are you avoiding? What have you already changed just by tracking your time? How much planning do you do?

Step 4 -- Decide on what you want to change, create a plan and take immediate action!

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