

1. Do you have time gaps between your tasks? If so, what do you spend your time doing between tasks?

2. If your time gaps total a significant amount of time, how can you decrease the amount of time you spend between projects?

3. Are you spending a lot of your time on low priority tasks? Evaluate why these tasks take you so long. Could any of these tasks be delegated or contracted out?

4. What times during the day are your "prime times" when you are most productive?

5. Evaluate which tasks you should do during your "prime times."

6. What are the most important observations you will take away from this exercise?

7. Name and explain your top three "time goals."

Goal: _____
Explanation: _____

Goal: _____
Explanation: _____

Goal: _____
Explanation: _____
