

Do you really know where your time goes?

Time Use Workbook



Clarity | Focus | Results

Daily Time Use Analysis Instructions

When you are thoroughly aware of how you are now using your time, you can devise effective improvements.

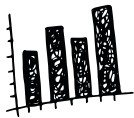
Using this workbook, you're going to track the flow of your time by logging everything you do throughout every day for one week. This tool is so valuable you will want to continue using it as part of your ongoing time management system.

Enough forms are provided for a week's study of your time use. Conducting two separate studies separated by approximately eight weeks will give you feedback on the effectiveness of any improvements and changes that you make.

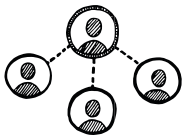
Maintain a scrupulously detailed accounting of all your activities for today.



Keep the form near at hand throughout the day, and take time at least once each hour (preferably every 15 minutes) to note your activities in 15 minute increments. If you wait until the end of the day to complete the form, you will find it difficult to accurately remember how your time was spent. You will lose too much valuable information to make effective decisions moving forward.



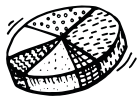
Classify a category for each activity i.e Strategic Work versus Tactical Work. Strategic is working on high level, high priority activities that are meaningful to the direction of your business. Strategic work would be thinking, planning and organizing your One Page Plan versus Tactical work of working in the business.



Record each activity you spend time on as the day progresses. Every time your attention shifts from one thing to another, write down the diverting activity no matter how trivial. This means you will record all interruptions, noting their sources and their reasons. Give as much detail as possible.



Estimate the number of minutes you spent in each hour in HPA's (High Pay-Off Activities) and LPA's (Low Pay-Off Activities) and why. This will provide you with the understanding of your current time use habits and what is needed to devise new habits that will serve you better.



Compare the amount of time you spent in these activities to the list of HPA's you previously identified. Are you using large blocks of time for unimportant items? Does your time use focus on HPA's?



What changes can you make in your days to be more effective? Learn to say no to the little things (LPA's) so you can say yes to the big things (HPA's). You may want to download our Strategic Weekly Time Plan to block out an ideal schedule based on your results from this workbook.

Founder Michael Gidlewski is a leading authority on personal and professional development. His programs are powerful game changers for companies desiring to produce outstanding results.

For more information about our programs and services including additional free resources visit www.achievable.com



Results

Daily Time Use Analysis

Name _____

Date _____ Day 1

Time	How I Spent My Time	HPA's LPA's
__:00		
15		
30		
45		
__:00		
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30		
45		

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Total Time on HPA's

Results

Daily Time Use Analysis

Name _____

Date _____ Day 2

Time	How I Spent My Time	HPA's LPA's
—:00		
15		
30		
45		
—:00		
15		
30		
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—:00		
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Total Time on HPA's

Daily Time Use Analysis

Name _____

Date _____ **Day 3**

Time	How I Spent My Time	HPA's LPA's
—:00		
15		
30		
45		
—:00		
15		
30		
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—:00		
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Total Time on HPA's

Daily Time Use Analysis

Name _____

Date _____ **Day 4**

Time	How I Spent My Time	HPA's LPA's
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Total Time on HPA's

Results

Daily Time Use Analysis

Name _____

Date _____ Day 5

Time	How I Spent My Time	HPA's LPA's
—:00		
15		
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Total Time on HPA's