

PERSONAL MANAGEMENT TIME/TASK LOG

Day: _____

The purpose of this form is to accurately record what you do with your time each day:

1. Complete one sheet for each day:
2. Track all your tasks for 3-5 days:
3. Review your results: What tasks do you need to keep, what can you delegate to someone else or not do at all?

As a business owner, you should be working 'on' your business, not just 'in' it: That means working on important tasks rather than menial ones:

7:30 – 7:45am		1:30 – 1:45pm	
7:45 – 8:00am		1:45 – 2:00pm	
8:00 – 8:15am		2:00 – 2:15pm	
8:15 – 8:30am		2:15 – 2:30pm	
8:30 – 8:45am		2:30 – 2:45pm	
8:45 – 9:00am		2:45 – 3:00pm	
9:00 – 9:15am		3:00 – 3:15pm	
9:30 – 9:45am		3:15 – 3:30pm	
10:00 – 10:15am		3:30 – 3:45pm	
10:15 – 10:30am		3:45 – 4:00pm	
10:30 – 10:45am		4:00 – 4:15pm	
10:45 – 11:00am		4:15 – 4:30pm	
11:00 – 11:15am		4:30 – 4:45pm	
11:15 – 11:30am		4:45 – 5:00pm	
11:30 - 11:45am		5:00 – 5:15pm	
11:45am – 12pm		5:15 – 5:30pm	
12:00 – 12:15pm		5:30 – 5:45pm	
12:15 – 12:30pm		5:45 – 6:00pm	
12:30 – 12:45pm		6:00 – 6:15pm	
12:45 – 1:00pm		6:15 – 6:30pm	
1:00 – 1:15pm		6:30 – 6:45pm	
1:15 – 1:30pm		6:45 – 7:00pm	

Billable hours			Productivity percentage goal	
Productive hours			Productivity percentage result	
Wasted time			Total time of tasks you can delegate	

Courtesy of:

