

Activity Log

In order to improve time usage, you need to know how you currently spend your time. Estimate the amount of time you spend on the following daily activities. Choose an average day with average demands on your time. Write in any additional time demands not listed.

After completing, total each section and then add the subtotals together. The total cannot be more than the 1,440 minutes in a day. Check your figures if you are much higher or lower than this. Now go back and evaluate how you spend your time. If you think you are spending too much time on an activity, then put a minus sign (-) in the rating column. If you feel you spend too little time on an activity, put a plus sign (+) in the rating column. For those activities you feel have the right amount of your time, put an equal sign (=).

Finally, make adjustments in your daily routine so that you will be spending more time on activities rated plus (+) and less time on activities rated minus (-). The next section, "Time Management Techniques," should be helpful to you in making these changes.

Rating	Work Activities	Time Spent (10 Minute Blocks)
_____	Commuting time	_____
_____	Meetings	_____
_____	Telephone calls	_____
_____	Reading, paper work, and correspondence	_____
_____	Maintaining equipment	_____
_____	Helping co-workers	_____
_____	Drop-in visitors	_____
_____	Seeing the boss	_____
_____	Receiving and/or shipping stock	_____
_____	Traveling on the job	_____
_____	Calling on customers	_____
_____	Miscellaneous job activities	_____
Subtotal:		_____

Time Management

Rating	<i>Personal Activities</i>	Time Spent (10 Minute Blocks)
_____	Grooming and personal care	_____
_____	Eating	_____
_____	Sleeping	_____
_____	Physical activity	_____
_____	Calling on customers	_____
	Subtotal:	_____

Rating	<i>Household & Family Activities</i>	Time Spent (10 Minute Blocks)
_____	Cooking	_____
_____	Laundering	_____
_____	Housecleaning	_____
_____	Yard work	_____
_____	Household maintenance	_____
_____	Shopping	_____
_____	Paying bills	_____
_____	Child care activities	_____
_____	Religious activities	_____
_____	Family outings	_____
_____	Family communication	_____
_____	Miscellaneous family activities	_____
	Subtotal:	_____

Rating	<i>Leisure Activities</i>	Time Spent (10 Minute Blocks)
_____	Listening to music	_____
_____	Television viewing	_____
_____	Hobbies	_____
_____	Spectator sports	_____
_____	Parties and socializing	_____
_____	Miscellaneous activities	_____
	Subtotal:	_____

Total: _____