

Reviewing Your Daily Time Log

Once you have completed your Daily Time Log for a period of two weeks you will then need to analyse the log to evaluate where your time actually is spent. The goal of this exercise is to identify time wasters, develop a strategy for making your activities streamlined and essentially you want to become more productive and efficient.

There are seven questions you should ask at the end of each day and the two week period.

1. Were you satisfied in the way that you spend your day?

2. Of the activities that were High Priority how much time did you spend?

3. Of the activities that were Medium Priority how much time did you spend?

4. Of the activities that were Low Priority how much time did you spend?

5. Did you delegate tasks that someone else should have done?

6. Did you waste time on activities that were not in line with your own personal goals and the organisational goals that you have?

7. Did your activities reflect the Organisational Goals you have set?
