

Time Management

Time Tracking Log



Your Time Management



Daily Time Log

What gets monitored gets improved



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Why is Time Management important?

Time is an irreplaceable resource. Effective use of your time, more than any other habit, will increase your productivity and your effectiveness as a leader.

Time Management will help you:

- ∞ Create the ideal life-work balance
- ∞ Enjoy your work more
- ∞ Take responsibility for your choices

The Assessment will help you:

- ∞ Identify how well you're managing your time
- ∞ Think about how your time management might be affecting your life

Key Points:

Effective time management is a matter of establishing habits that make the best use of your time and minimize the effect of Time Bandits—things that suck your time away from what's important in your life.

It's important to understand how much of your time is spent on productive activities that directly contribute to the results you want, and how much of your time is spent unproductively.

Tracking and analyzing the way you spend your time—objectively looking at your habits and deliberately choosing more productive habits—enables you to create an ideal daily routine.

The ideal daily routine is a daily objective—the way you want your day to unfold. It's a guideline, not an inflexible template.

Don't feel that time management will make you distant or restrict your employees' access to you. Their access to you will actually increase, and your personal and professional impact on them will improve.

Instructions:

Detailed instructions appear on the next page. For best results it is recommended that you complete the Daily Time Log for a minimum two week period before analyzing the data for time bandits and categorizing your activities.

Time Log Usage Instructions

Using the Daily Time Log, you're going to track the flow of your time by logging everything you do throughout every day for one week. Don't be surprised if you find this tool so valuable you'll want to continue using it as part of your ongoing time management system.

Activity Categories

Before you begin using the Daily Time Log, you'll need to set up some categories to classify your activities (at least six, but not more than 12). You'll use these activity categories to filter the details from your Daily Time Logs to help you see where you spend your time and lead you to new ideas for better time management.

Choose categories that work for you. For example, if you want to know in what areas of the business you generally spend your time, you might select categories such as Sales, Administration, Management, Business Development, Finance, Operations, etc. You also want to understand your daily interruptions, so you might choose categories like Telephone Calls, Meetings, Computer Problems, Employee Problems, Travel, etc. Your activity categories should be:

Meaningful

To you (and others, if appropriate) and relevant to what you're trying to quantify.

Self-defining

Use words that clearly define the category.

Mutually exclusive

Little or no overlap among different categories for the same activity.

Concise

Just a word or two.

Now you can begin using the Daily Time Log.

The Daily Time Log

1. Time:

Exact time you begin an activity.

2. Duration:

Amount of time you spend on the activity.

3. Activity Description:

A few words describing the activity.

4. Category:

Classification for the activity, according to categories you determined earlier.

5. Work Type:

Strategic Work versus Tactical Work (i.e., work *on* the business versus work *in* the business).

When you begin your day, pull out a blank Daily Time Log and fill in your name and the date. Next, jot down the time, a brief description of the activity you're performing, the category for that activity and whether it is Strategic Work or Tactical Work. Every time you change activities, enter the time, activity description, category and work type for the new activity.

Strategic work is entrepreneurial, and includes establishing high-level policies and developing strategies that inform the direction of the business. The best definition of strategic work is this: "defining, planning and organizing or tracking results."

Technical or tactical work, on the other hand, is creating the results. In general, tactical work is the direct work of producing and delivering your company's products and services. Administrative work is also considered tactical work.

Be sure to fill out your Daily Time Log as you go, rather than after the fact. You lose too much information if you wait. At the end of the day, check your Daily Time Log to be sure it's complete. Fill out the "Duration" column for every line item, and add the column to determine Total Duration.



What Next?

Ideas are great, but if there's never any time to work on them, they never get done and simply add to a big list of never-got-tos. You know this creates regret and no sense of control. But it doesn't have to be this way. Here are some next steps to help you get more control of your time.

- **Track** your time for the next week.
- **Categorize** your time by type of activity.
- **Analyze** your time management.
- Set up your **ideal daily routine** and establish the habit of daily priority setting.
- Identify your “**Time Bandits**” and adopt the “**Time Bandit Buster**” practices to eliminate them
- Periodically **monitor and improve** your time management.

Vania Clark Butler

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Hello... I believe “your time is your life” and I love to create high-priority dependable systems that help you leverage your time for higher business performance and enhanced quality of personal life. I’m a small business champion, in your corner and always looking for opportunities to improve how your business serves your life, and the lives of your employees and your customers. This is my invitation to you to join me and work together to develop your high performance team and keep operations running smoothly!

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**Schedule a free strategy session
to talk about your Time Management:**

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