Super Quick Time Study

1. Fill in the chart below to estimate how much time you spend per each day of the typical week working: (10am to 2pm Mon – Thurs 10am to 5pm Friday)

Day of Week	Hours
Mon	
Tues	
Wed	
Thurs	
Fri	
Sat	
Total	

2. Fill in the chart below with the task categories you do on a weekly basis. E.g. communication (mail, phone, email), creditors, debtors, payroll etc

Task	Hours
Total	

Re-work and re-figure the numbers in these tables until the <u>Total Hours</u> in both tables are approximately equal. This will give you a good picture of what tasks are consuming your time.

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Now, for each of the next five/six days fill in what you spend each half hour doing. If you do a number of tasks in any half hour write them all in for that particular time slot.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday