## 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 2 pm 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 |
| :--- | :--- |
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|  |  |
|  | Total |

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

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 |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
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