

## Daily Time Log - Instructions

1. Complete a separate record sheet (attached) for each day recorded (a minimum of two is recommended) and use continuation pages as necessary.
2. Try to select days that are fairly typical for you.
3. You will need to rate items in terms of their 'importance' – this is in relation to your job role and targets – 'A' being the highest priority.
4. If you spend a period on lots of little routine tasks of a similar nature, lump them together as one eg emails. Try and keep a record of all your time, including any spent on lunch or personal matters, so you can account for the whole day.
5. Try to make your entry at the time rather than relying on your memory to complete the form at the end of the day.
6. Please try to complete an initial analysis as follows. Add up time spent on the following activities (each day):
  - Total number of hours at work: \_\_\_\_\_
  - Work that you consider was spent on key areas of your job: \_\_\_\_\_
  - Number of interruptions \_\_\_\_\_ and total time spent dealing with interruptions \_\_\_\_\_
  - Time spent on processes - writing, reading, emails, meetings, discussions, telephone, etc \_\_\_\_\_
7. Draw your own conclusions about how you have spent your time and consider how you could use it to greater effect. Think about going on a course or reading a book on the subject to develop your skills. HJA will be more than happy to advise on books or run a course on your behalf.

**NB You do not need to record activities carried out before work eg getting up, eating breakfast, etc. The broad spectrum of times is provided for those who start work particularly early or regularly finish late.**

## Time Log Record sheet, date: \_\_\_\_\_

Time	Activity	Importance	Interruptions	
			Who	Nature
07.00		A B C		
07.30		A B C		
08.00		A B C		
08.30		A B C		
09.00		A B C		
09.30		A B C		
10.00		A B C		
10.30		A B C		
11.00		A B C		
11.30		A B C		
12.00		A B C		
12.30		A B C		
13.00		A B C		

Call 01235 531341 or email [annette.handford@hja-consulting.com](mailto:annette.handford@hja-consulting.com) for more information and advice on time management

Time	Activity	Importance	Interruptions	
			Who	Nature
13.30		A B C		
14.00		A B C		
14.30		A B C		
15.00		A B C		
15.30		A B C		
16.00		A B C		
16.30		A B C		
17.00		A B C		
17.30		A B C		
18.00		A B C		
18.30		A B C		
19.00		A B C		
19.30		A B C		
20.00		A B C		
20.30		A B C		

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