

Weekly Use of Time

We think the most interesting number in the world is 168. That's how many hours you have in a week. What do you do with those hours? Do you even want to know? (Hint: yes, because it will make you far more productive and efficient.)

The Weekly Use of Time tool helps you determine how you are spending your 168 and compare that to how you *should* be spending it. We guarantee surprises. We'll walk you through our process to streamline those necessary tasks you dislike, make time for activities to help you grow and achieve the ideal balance in your work (and personal) life.

55 Questions.

Company Name:

Date:

LIFE EXPECTANCY

Use Your Time Wisely

How much of your expected life is still ahead of you? How much is already behind you?

How much time do you have left to make a difference and to accomplish your goals and dreams?
If you knew for sure how much time you had left, what would you do differently?

Fill in your current age in years (number in red)

Life Expectancy

Current Age

Expected Time Left

<u>Years</u>	<u>Months</u>	<u>Days</u>	<u>%</u>
78	936	28,470	
45	540	16,425	57.7%
33	396	12,045	42.3%

55 Questions.

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PERSONAL TIME - PLAN			
ACTIVITY	ACTUAL	PLAN	DIFFERENCE
Sleep	51.00	51.00	0.00
AM / PM Hygiene	5.25	5.25	0.00
Exercise	5.00	6.00	1.00
Breakfast	4.00	4.00	0.00
Lunch	4.00	5.25	1.25
Dinner	8.50	10.00	1.50
Family	6.25	7.00	0.75
Television	6.50	7.00	0.50
Social	3.00	5.00	2.00
Charity / Community / Religious	2.00	2.00	0.00
Free Time	11.75	10.50	(1.25)
Work	55.75	50.00	(5.75)
Commute to Work	5.00	5.00	0.00
TOTAL	168.00	168.00	0.00

How do you want to spend your most precious resource?

How does your time plan match your priorities?

Considerations:

- * Multi-task by using Breakfast, Lunch & Dinner for more than eating
- * Less TV time
- * Use "Free Time" more effectively
- * Less "Work Time", use time more efficiently, delegate more
- * Multi-task during "Commute Time"

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BUSINESS TIME - ACTUAL								
ACTIVITY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Incoming Phone Calls	0.50	0.50	0.50	0.50	0.50	0.00	0.00	2.50
Outgoing Phone Calls	0.50	0.50	0.50	0.50	0.50	0.00	0.00	2.50
E-Mail / Mail	0.50	0.50	0.50	0.50	0.50	0.00	0.00	2.50
Reading / Writing Memos	0.50	0.50	0.50	0.50	0.50	0.00	0.00	2.50
Routine Paperwork	0.50	0.50	0.50	0.50	0.50	0.00	0.00	2.50
Staff Meetings	0.25	0.25	0.25	0.25	0.25	0.00	0.00	1.25
Informal Meetings	0.75	0.75	0.75	0.75	0.75	0.00	0.00	3.75
One on One Meetings	0.50	0.50	0.50	0.50	0.50	0.00	0.00	2.50
Interviewing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Follow Up with Employees	0.75	0.75	0.75	0.75	0.75	0.00	0.00	3.75
Management Duties	1.00	1.00	1.00	1.00	1.00	0.00	0.00	5.00
Lunch	1.00	1.00	1.00	1.00	1.00	0.00	0.00	5.00
Thinking	0.50	0.50	0.50	0.50	0.50	0.00	0.00	2.50
Problem Solving	0.50	0.50	0.50	0.50	0.50	0.00	0.00	2.50
Sales	0.50	0.50	0.50	0.50	0.50	0.00	0.00	2.50
Planning	1.00	1.00	1.00	1.00	1.00	0.00	0.00	5.00
Customer Visits	1.00	1.00	1.00	1.00	1.00	0.00	0.00	5.00
Accounting / Finance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personal Development	0.25	0.25	0.25	0.25	0.25	0.25	0.00	1.50
Other	1.00	0.00	1.00	0.00	1.00	0.00	0.00	3.00
TOTAL	11.50	10.50	11.50	10.50	11.50	0.25	0.00	55.75

55 Questions.

Company Name:
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BUSINESS TIME - PLAN			
ACTIVITY	ACTUAL	PLAN	DIFFERENCE
Incoming Phone Calls	2.50	2.50	0.00
Outgoing Phone Calls	2.50	2.50	0.00
E-Mail / Mail	2.50	2.50	0.00
Reading / Writing Memos	2.50	2.50	0.00
Routine Paperwork	2.50	1.25	(1.25)
Staff Meetings	1.25	1.25	0.00
Informal Meetings	3.75	2.50	(1.25)
One on One Meetings	2.50	2.50	0.00
Interviewing	0.00	0.00	0.00
Follow Up with Employees	3.75	2.50	(1.25)
Management Duties	5.00	5.00	0.00
Lunch	5.00	5.00	0.00
Thinking	2.50	5.00	2.50
Problem Solving	2.50	2.50	0.00
Sales	2.50	2.50	0.00
Planning	5.00	2.50	(2.50)
Customer Visits	5.00	5.00	0.00
Accounting / Finance	0.00	0.00	0.00
Personal Development	1.50	2.50	1.00
Other	3.00	0.00	(3.00)
TOTAL	55.75	50.00	(5.75)

How do you want to spend your most precious resource?

How does your time plan match your priorities?

Considerations:

- * Use lunch as a time for meetings or thinking
- * Delegate more tasks