

Step 4 GENERATE POSSIBLE SOLUTIONS

TIME SPENT Journal

Print this form out 2-sided and fold in thirds to carry in your pocket.

THE KEY TASKS	
Work content:	Select the key areas of work and allocate to a letter below
A	_____
B	_____
C	_____
D	_____
E	_____
F	_____
G	– doing nothing
H	– break time
Special comments about these days:	

Day _____	Start _____	Finish _____							
Hour	A	B	C	D	E	F	G	H	
1									
2									
3									
4									
5									
6									
7									
8									
9									
Total Minutes									
Percent of Time									

INSTRUCTIONS
Assign a key task to each of the letters in the left-hand column.
Each hour, stop and reflect on how many minutes you allocated to each task – do not worry if it's not exactly accurate.
At the end of the day, add the number of minutes for each area of work content.
Divide this by the total number of minutes worked to get a percentage of time spent on each task.
Look at this and the patterns each hour. Are you spending too much time on things that are not a good use of time? Are there down times that other tasks could be allocated to?

Step 4 GENERATE POSSIBLE SOLUTIONS

TIME SPENT Journal *continued*

Day _____		Start _____			Finish _____				
Hour	A	B	C	D	E	F	G	H	
1									
2									
3									
4									
5									
6									
7									
8									
9									
Total Minutes									
Percent of Time									

Day _____		Start _____			Finish _____				
Hour	A	B	C	D	E	F	G	H	
1									
2									
3									
4									
5									
6									
7									
8									
9									
Total Minutes									
Percent of Time									

Day _____		Start _____			Finish _____				
Hour	A	B	C	D	E	F	G	H	
1									
2									
3									
4									
5									
6									
7									
8									
9									
Total Minutes									
Percent of Time									

Step 4 GENERATE POSSIBLE SOLUTIONS

TIME SPENT Journal

Example – Hostess at The Purple Tomato Restaurant

THE KEY TASKS

Work content:

Select the key areas of work and allocate to a letter below

A Seating customers at tables

B Taking reservations and planning tables

C Setting up tables

D Folding napkins

E Dealing with irate customers

F _____

G – doing nothing

H – break time

Special comments about these days:

I feel that my time dealing with irate customers is a waste of time.

Day Monday Start 11 a.m. Finish 8 p.m.

Hour	A	B	C	D	E	F	G	H
1	10	15	5	10			20	
2	40	5			5			10
3	40				20			
4	30	5	10		10		5	
5		15					15	30
6	10	15		20			15	
7	20	10	10	5			15	
8	30	10	5					15
9	40	5			15			
Total Minutes	220	80	30	35	50		70	55
Percent of Time	41%	15%	6%	6%	9%		13%	10%

INSTRUCTIONS

Assign a key task to each of the letters in the left-hand column.

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At the end of the day add, the number of minutes for each area of work content.

Divide this by the total number of minutes worked to get a percentage of time spent on each task.

Look at this and the patterns each hour. Are you spending too much time on things that are not a good use of time? Are there down times that other tasks could be allocated to?