

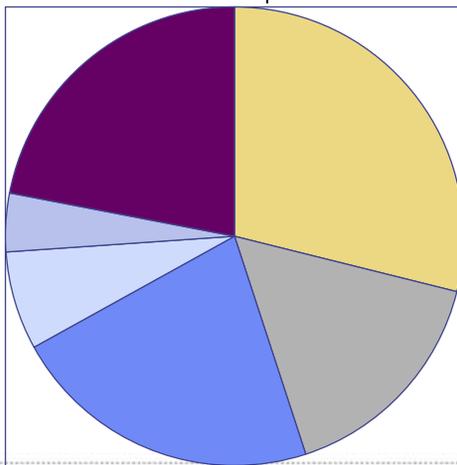
# Steps to Auditing Your Time

## **To audit the time you spend at work:**

- 1. Create a chart. List the days of the week down the rows. Across the top of the columns, list the major goal-related categories that you spend time pursuing.*
- 2. After you complete an activity, record the time you spend under the related category. For example, after a one-hour sales call, enter the time under the “sales” category.*
- 3. At the end of the day, and at the end of the week, add the total hours spent on each category.*
- 4. Analyse your audit. Divide the total time spent on each goal into the total time spent at work. Translate these numbers into percentages.*
- 5. Create a pie chart that visually shows how you have spent your time during the week.*
- 6. After examining the results of your audit, ask yourself, “Is this how I want to be spending my time?”*

# Baseline Time-Management Audit Tool

<b>Week Ending:</b> <b>04/02</b>	<b>Activity:</b> Sales	<b>Activity:</b> Customer Management	<b>Activity:</b> Team Management	<b>Activity:</b> Strategic Planning	<b>Activity:</b> Managing Up	<b>Activity:</b> Administration	<b>Total Time/Day</b>
Monday	2 hrs	1 hr	3 hrs	0 hrs	0 hrs	2 hrs	8 hrs
Tuesday	3	1	4	0	0	2	10
Wednesday	7	0	0	0	1	2	10
Thursday	0	3	3	0	0	2	8
Friday	1	2	0	3	1	2	9
<b>Total Time/ Activity</b>	<b>13 hrs</b>	<b>7 hrs</b>	<b>10 hrs</b>	<b>3 hrs</b>	<b>2 hrs</b>	<b>10 hrs</b>	<b>44 hrs</b>
<b>% of Time</b>	<b>29%</b>	<b>16%</b>	<b>22%</b>	<b>7%</b>	<b>4%</b>	<b>22%</b>	<b>100%</b>



**Tip:** Use a calendar or a PDA to track your time – whatever is more convenient.

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