

Action:

Next, think about a typical working week, and add any activities that you haven't already included to the table on the previous page. When you are satisfied that your list covers your main tasks, complete the estimated time column.

To calculate the actual time you spend on these activities, you need to complete an Activity Log. This is an accurate record of everything you do over a certain period.

To record your time in an Activity Log, simply write down when you start a task, describe what you are doing, and then note how long you worked on it. You need to record the time, description and duration every time you change activities.

Here's an example of a morning at the office:

Time	Activity	Duration	Feeling	Value High/Medium/Low
8:00am	Review appointments & objectives for the day Prioritize & enter in activity log	30	Good energy	High
8:30am	Check Emails	15	bored	High
8:45am	Respond to emails	15	happy	High
9:00am	Check Phone messages and return calls	15	Tired	High
9:15am	Begin first activity	60	Excited	High
10:15am	Take short break	15	hungry	Low
10:30am	Next activity	60	Energy	High or medium
11:30am	Check new emails and respond	30	bored	Medium
Noon	Lunch	30	Hungry	Low
		Total time 270 minutes		

When you complete an Activity Log, it's important to fill in the "value" column. Here, you gauge how important a task is to your organization and to achieving your goals. Ultimately, you should aim to spend the majority of your time on high-value tasks and minimize low-value activities as much as sensibly possible.

Action:

Use the Activity Log template on page 12 to record your tasks over the next week. Try to use the same activity categories that you used on page 10 (this will make it easier to compare your estimated and actual times).

