This unique instrument permits you to quickly collect data and analyze where your time goes.

Each year, select 7 days at random and log your work, errands, interruptions and everything you do. Record the time and the duration of each action as you go. Ignore the questions for now.

At the end of every day, take a moment to answer the questions on the right side of this log and to draw practical timesaving lessons.

Use rows 1 and 2 to add further questions. For interruptions, simply indicate time lost in the 'Loss' column. For each action, identify the sources of time wasters and continue on the following page.

1.
2.
3. Did this action advance your business or personal objectives?
4. Did it help your current or potential allies?
5. Was it for compliance or the common good of society?
6. Was it adequately planned? Was the timeframe reasonable?
7. Were you the appropriate person to do it?
8. Did you get staff/management support & required authority?
9. Did you have the tools & documentation?
10. Did you have the skills & experience?
11. Were you able to work without undue interruptions?
12. Did you start/finish on or ahead of time?
13. Was it done without wasting the time of others?
14. Did you deliver a high quality job and value?
15. Was your work appreciated?
16. Did you enjoy it?

Time				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16		
When?	Dur.	Priority	Action		Loss	Sources of time wasters
			A			
			B			
			C			
			D			
			E			
			F			
			G			
			H			
			J			
			K			
			L			
			M			
			N			
			P			
			Q			
			R			
			S			
			T			
			U			
			V			
			W			
			X			
			Y			
			Z			
			A'			
			B'			
			C'			
			D'			
			E'			
				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16		⇦ Total loss in time

COPYRIGHTED SAMPLE
® Registered trademark of Harvard University.
Document 35A: Set of 100 Units: $12 + S&H
Call 1-800-HARVARD or (819) 772-7777.

The next page provides guidance to analyze your time wasters and take corrective action.

This page permits you to analyze your time wasters, take corrective action and monitor implementation to ensure that your performance really improves.

1. Summarize your main time wasters (from the previous page). The following examples may be helpful:
   - Insufficient time to think or to plan work adequately; unreasonable deadlines or time projections
   - Plans, objectives or data not systematically validated; fuzzy or biased work specifications
   - Insufficient or unreliable support; poor delegation; clients or managers not available when required
   - Unclear documentation; defective or inadequate tools, noisy or 'unergonomic' work station
   - Roles either not clearly established or poorly communicated
   - Risk either underestimated or not explicitly assessed; late deliveries
   - Unjustified perfectionism; lenient quality definition or control
   - Unproductive meetings and calls; interruptions; drop-in visitors
2. Please log amount of time wasted for each time waster in the *Time Lost* column.
3. Assign priority in the *Priority* column.
4. Select available option and write it down in the *Corrective Action* column. Do not forget to take into account your own responsibility in the wasting of your energy.
5. At the end of each week, for at least one month, please note your percentage progress in the last four columns (one column per week). If your performance has really improved, reward yourself and check your new behavior every 6 months. If it has not improved consider alternative options.

Summary of time wasters	*Time Lost*	Priority	*Corrective Action*	Follow-up over time *(Indicate % progress)*				

COPYRIGHTED SAMPLE
® Registered trademark of Harvard University.
Document 35A: Set of 100 Units: $12 + S&H
Call 1-800-HARVARD or (819) 772-7777.