

TIME LOG

A TIME LOG IS THE PERFECT WAY TO TRACK HOW YOU USE YOUR TIME AND WHAT ACTIVITIES YOU DO THAT TAKES THE MOST TIME THROUGHOUT YOUR WORKING DAY.

08:00AM

09:00AM

10:00AM

11:00AM

12:00PM

13:00PM

14:00PM

15:00PM

16:00PM

17:00PM

*** Monitor what you do each hour and log it**

***Do this between 3 and 14 days to gain a clear indication of how you spend your time so you can make changes where necessary.**