

Weekly Time Log Instructions

Use this chart to track how you are spending your time and if there is room for improvement.

For one week, write down every task, errand, and phone call or meeting, then use the columns to classify which type of activity it was and how much time was spent doing it. Also be sure to note if that activity brought in money or contributed to the bottom line by using the \$\$ column.

Be sure to include and account for all of your time during the work day, including time spent on social media (other than for business purposes), or some other form of distraction, and put that in the NON-Bus column. Personal time or breaks would also be placed in this column.

At the end of the week, take a few minutes to look over how your time was spent.

How much time did you spend on activities that either directly brought in money or will bring in money in the future?

How much time was spent on activities that probably don't matter in terms of the big picture or your goals?

Where could you improve on how your time is spent?

**** NOTE: Day code = M, T, W, Th, F, S, Su**