



## Time Log Exercise

A time log is a written record of how you spend your time during the day, and in particular during your working hours. It will help you to understand exactly how you use your time, and to identify activities that are unproductive or of low value. It will also give you a clearer idea of the times when you are most productive during the day.

Keeping a time log for a few days (**ideally for a whole week**) can be quite eye-opening! To help you with this exercise, I have provided a template on the next page. Please print that page as many times as you need, and add a new entry each time you start a new activity (e.g. emailing, translating, invoicing, making coffee, Internet, phone calls, etc.). Please include all activities, even if they are not work-related.

Note down a brief description of the activity, the time of the change, and how you feel (alert, tired, energetic, etc.). Then, at the end of the day, or at a convenient time, note the duration of each activity, as well as its level of importance (high, medium, low) based on how far it contributed to achieving your professional goals.

At the end of the week, analyse your time log using the questions provided on page 3.





## Time Log Analysis

Once you have completed your time log, review it against your professional goals.

What aspects of your time management are working well for you?

How is this supporting your goals?

When are you most productive during the day?

When do you feel most alert/energetic?

What aspects of your time management are not working for you?

Which activities were of low importance?

Which activities didn't help you to meet your goals?

When are you least productive/alert/energetic during the day?

What insights have you gained about your own time management?

Which activities could be eliminated?

Which activities/tasks could be delegated?

Which activities could you do at a more suitable time? (Think about scheduling challenging/important tasks for the time of the day when you feel your best, and lower energy tasks, such as replying to emails or returning calls, for the time of the day when you feel less energetic.)

Which activities could/should take less time?

What could you do less often? What could you do more often?

What will you commit to doing differently as a result of this exercise?