

## Time Management Self-Assessment Tool

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-13:00							
13:00-14:00							
14:00-15:00							
15:00-16:00							
16:00-17:00							
17:00-18:00							
18:00-19:00							
19:00-20:00							
20:00-21:00							
21:00-22:00							
Category Assessment of day in %  1. Core Responsibilities  2. Learning  3. Crisis & Fires  4. People management  5. Administrative  6. Free Time  7. Social Media							

Normal Working Day

Time Spent on Various Areas

# Record what you do each hour, you may prefer to list tasks in consecutive order completed during the day.

# At the end of each day take 3-4 minutes to identify which category each activity contributed towards. If you choose only to assess an 8 hour work day: 8 hr = 100%, 1 hr = 12.5%.