

Time Analyser

BEST PRACTICE IN ACTION



NAME:

DATE:

Record your time use at least hourly, for 1-3 days. For each specific activity, draw a vertical line or x in the relevant 15 minute block(s). Add up the minutes in each column and convert to approximate hours to see your various activities as a proportion of your working day.

HOUR 15 MINUTE INTERVALS	Planning	Emails	Admin (general)	Admin (financial)	Reports	Presenting	Client engagement	Marketing	Work calls	Staff meeting	Coordinating volunteers								COMMENTS
7																			
8																			
9																			
10																			
11																			
12 NOON / MIDNIGHT																			
1																			
2																			
3																			
4																			
5																			
6																			
TOTAL MINUTES																			
TOTAL HOURS																			