WHITMAN & Associates

Growth Through Imagination

Time Log

Instructions: List each activity you do for one to two weeks to find out where your time goes. Enter the date, a brief description of the activity, the time you began and ended it and a ranking for its importance. Rank an activity from 5 to 1, with 5 for the activities critical to your success and 1 for the activities that contribute little to your success. Keep your log for at least one week. At the end of the week, analyze the log to see where your time goes and develop strategies for streamlining activities, eliminating time wasters, and becoming more productive.

Date	Activity	Time Started/Ended	Rank

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