



# Super Quick Time Study

1. Fill in the chart below to estimate how much time you spend per each day of the typical week working: (10am to 2pm Mon – Thurs 10am to 5pm Friday)

<b>Day of Week</b>	<b>Hours</b>
Mon	
Tues	
Wed	
Thurs	
Fri	
Sat	
<b>Total</b>	

2. Fill in the chart below with the task categories you do on a weekly basis. E.g. communication (mail, phone, email), creditors, debtors, payroll etc

<b>Task</b>	<b>Hours</b>
<b>Total</b>	

Re-work and re-figure the numbers in these tables until the **Total Hours** in both tables are approximately equal. This will give you a good picture of what tasks are consuming your time.

