

## Time and Activity Chart

How I will allocate my time more effectively each week:

Activity	Current Hours	Desired Hours	+ / - Hours
Appointments	_____	_____	_____
Telephone	_____	_____	_____
Travel	_____	_____	_____
Administration	_____	_____	_____
Read / Study	_____	_____	_____
Preparation	_____	_____	_____
Marketing	_____	_____	_____
Follow-up	_____	_____	_____
Service	_____	_____	_____
Support	_____	_____	_____
Organization	_____	_____	_____
Paperwork/Mail	_____	_____	_____
Meetings	_____	_____	_____
Think Time	_____	_____	_____
Other	_____	_____	_____

**How to use this Time and Activity Chart:**

1. Check off if item applies to me.
2. Estimate current hours per week spent in activity. \*
3. Identify desired hours per week to spend.
4. Indicate whether an increase (+) or decrease (-) in time is warranted.
5. Reallocate your time and re-schedule on your weekly calendar.

\* Record actual time spent in these activities for 14 or 28 days (2 or 4 weeks).