

Time Log Calculation Sheet

1) On the following chart:

- Add up the total amount of time spent in each of your budget categories (e.g. total amount of time spent in staff meetings; board relations; etc.)
- Make a rough calculation of % time spent in each category.
- Rank each category in relative importance to your purpose and mission. Score the most important activity "1", the second most important "2", and so on.

category	total time	% of total time	rank in importance
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

2) Review the entries for P (for planned) vs. U (for unplanned) for each activity on your log. Make a rough calculation of what % of your activities are planned vs. % unplanned.

% of planned (P) activities _____
 % of unplanned (U) activities _____
 = 100%

3) Add up the amount of time spent in each of the four Covey Quadrant. Make a rough calculation of % of time you spend in each Quadrant.

% of time spent in Quadrant I activities: _____

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% of time spent in Quadrant II activities:	
% of time spent in Quadrant III activities:	
% of time spent in Quadrant IV activities:	
	= 100%