

This is the 3rd tool of 3 in the Time Management Toolkit series. You can download the tools in this series at: atctools.org/resources/tools-for-transformation

Begin by adding up all your Time Log data.

- If using Excel, print up the calculation sheet
- If using Word, fill out the Time Management Calculation Sheet

Then, take some substantive, uninterrupted time to answer the following questions.
Please take written notes.

1) Review your time logs, looking at your activities from the following perspectives:

- **Quadrant IV activities**
 - Look at the % of time spent in Quadrant IV.
 - Now skim through your individual Time Sheets and look at the specific activities in this quadrant.
 - What can you do to dramatically reduce or eliminate these?
- **Quadrant III activities.**
 - Look at the % of time spent in Quadrant III.
 - Now skim through your individual Time Sheets and look at the specific activities in this quadrant.
 - How many of these were activities not connected to your primary goals?
 - What can you do to reduce these?
- **Look at Quadrant I activities.**
 - Look at the % of time spent in Quadrant I.
 - Now skim through your Time Sheets and look at the specific activities in this quadrant.
 - What can you do to reduce urgency?
 - How might use prevention and better planning to reduce crisis & stress?
- **Look at Quadrant II activities.**
 - Look at the % of time spent in Quadrant II.
 - Now skim through your Time Sheets and look at the specific activities in this quadrant.
 - How could you spend more time in this Quadrant?
 - What needs more attention?

2) **Reflect on the amount of time spent in each of your time budget categories? What patterns do you see?**

3) **Given your purpose and mission(s), how do you feel about the relative balance among your various work-related categories?**

Changes you would like to make?

4) **How do you feel about the relative balance between work and non-work activities? Changes you would like to make?**

5) **Review the kinds of activities marked “U” for unplanned. How many of these were interruptions from your workflow and productivity?**

What patterns do you see?

Actions you might take as a result of this data?

6) **Review your summaries of daily productivity and daily personal satisfaction scores. How do you feel about these scores?**

Now look at the individual days where your scores were the highest.
Do you notice anything about the kinds of activities or how you spent your days that might account for higher scores?

Now look at the individual days where your scores were the lowest.
Do you notice anything about the kinds of activities or how you spent your days that might account for lower scores?

- 7) **What else do you see in reviewing your time log?**
- 8) **What are your major challenges and opportunities regarding time management?**
- 9) **Next actions?**