

# TIME ASSESSMENT

NAME: \_\_\_\_\_

WEEK OF: \_\_\_\_\_

	CHARGEABLE TIME	ADMIN	FINANCE	MARKETING	TOTAL
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

Once you have completed a week of tracking, follow the steps on Page 2 to assess what it means for you.

This is a good exercise to do every few months to make sure you are optimising what you do and where you spend your time.

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**How Did You Feel This Week?**

**Where Did You Spend Most of Your Time?**

**What Do You Feel You Didn't Do Enough Of?**

**What Activities Made You Feel Like It's Worth It?**

**What Activities Stand Out As Needing To Be Replaced?**

**What Now?**

You need a plan of how to transition what's in your head to the right support. How Can You Find The Right Support? Networking, Social Media, Talk To Your Business Contacts – Nothing beats a word of mouth recommendation or refer to our advisors list.