

## Time Management Tool

07:00:00 AM	07:15:00 AM	_____	12:00:00 PM	12:15:00 PM	_____
07:15:00 AM	07:30:00 AM	_____	12:15:00 PM	12:30:00 PM	_____
07:30:00 AM	07:45:00 AM	_____	12:30:00 PM	12:45:00 PM	_____
07:45:00 AM	08:00:00 AM	_____	12:45:00 PM	01:00:00 PM	_____
08:00:00 AM	08:15:00 AM	_____	01:00:00 PM	01:15:00 PM	_____
08:15:00 AM	08:30:00 AM	_____	01:15:00 PM	01:30:00 PM	_____
08:30:00 AM	08:45:00 AM	_____	01:30:00 PM	01:45:00 PM	_____
08:45:00 AM	09:00:00 AM	_____	01:45:00 PM	02:00:00 PM	_____
09:00:00 AM	09:15:00 AM	_____	02:00:00 PM	02:15:00 PM	_____
09:15:00 AM	09:30:00 AM	_____	02:15:00 PM	02:30:00 PM	_____
09:30:00 AM	09:45:00 AM	_____	02:30:00 PM	02:45:00 PM	_____
09:45:00 AM	10:00:00 AM	_____	02:45:00 PM	03:00:00 PM	_____
10:00:00 AM	10:15:00 AM	_____	03:00:00 PM	03:15:00 PM	_____
10:15:00 AM	10:30:00 AM	_____	03:15:00 PM	03:30:00 PM	_____
10:30:00 AM	10:45:00 AM	_____	03:30:00 PM	03:45:00 PM	_____
10:45:00 AM	11:00:00 AM	_____	03:45:00 PM	04:00:00 PM	_____
11:00:00 AM	11:15:00 AM	_____	04:00:00 PM	04:15:00 PM	_____
11:15:00 AM	11:30:00 AM	_____	04:15:00 PM	04:30:00 PM	_____
11:30:00 AM	11:45:00 AM	_____	04:30:00 PM	04:45:00 PM	_____
11:45:00 AM	12:00:00 PM	_____	04:45:00 PM	05:00:00 PM	_____

\* Goal – document your specific actions in 15 minute increments. The goal is to analyze and evaluate where you spend your time in order to eliminate time wasters and maximize those activities which produce results.

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