



Time Management Assessment

Category	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Administration						
Sales/Marketing						
Accounting/Finance						
Emails						
Meetings						
Personal						
Unscheduled Interruptions						
Other:						

Instructions:

- 1 tick mark for every 15 minutes
- approximation is fine. This is not meant to be time consuming
- use no more than 10 categories
- the purpose of the exercise is to discover patterns, not exactly categorize your time