



Online Free Resources

We develop people – they develop your business

Current Use of Time Tool – Resource 2

Not enough time is always given as a reason for not getting things done, however this is often the symptom of another issue. The Current Use of Time Tool simply identifies what commitment the employee is making over a set period of time and helps them analysis with their boss where the time sappers are and help them work to greater efficiency.

How to use this tool

Employees are asked to fill in the Current Use of Time sheet according to how much they time they spend on a particular type of activity. They divide their work time into percentage chunks which are then allocated to various activity types on the form. Accuracy is not required for this process it is more about the individuals perception of time than a reality of exactly what is happening each second.

The form is designed for all employees and covers all areas of business activity. There is also room for other issues to be added if they are necessary.

There is no time period set for this tool, it can be used over one day or potential completed with one year in mind, this will depend on the requirement and the amount of detail required.

The categorisation should be conducted by the individual privately and then reviewed with the manager (if required) at an appropriate time.

The results will show whether you are spending time in the correct areas – operational, strategic, tactical, meeting etc. This enables change to be made from a measured position and make significant improvements in personal efficiency.

When to use this tool

This form is most effective at two times during everyday business

- At appraisal time to determine the amount of time being spent on various jobs and provoke discussion on the issue of time.
- When an individual in the office is using time as an excuse for not completing jobs or taking on any further work.

Major Activity Breakdown

Total % This Activity

Strategy Planning and Forward Thinking		}	<input style="width: 100px;" type="text" value="%"/>
Business Plans	_____ %		
Acquisition/Disposal	_____ %		
Management Development	_____ %		
Other	_____ %		
Meetings		}	<input style="width: 100px;" type="text" value="%"/>
Planning	_____ %		
Actual	_____ %		
Follow Up	_____ %		
Meetings With Management		}	<input style="width: 100px;" type="text" value="%"/>
In Groups	_____ %		
Individual 1/1's (Individual Performance)	_____ %		
Visits/travel together	_____ %		
Other	_____ %		
Review of Business Performance		}	<input style="width: 100px;" type="text" value="%"/>
Regular Sales/Income/Cost/Cash data	_____ %		
Monthly Accounts	_____ %		
Other	_____ %		
Other In-House Activities		}	<input style="width: 100px;" type="text" value="%"/>
.....	_____ %		
.....	_____ %		
.....	_____ %		
Meetings Off Site		}	<input style="width: 100px;" type="text" value="%"/>
IOD/Trade Meetings	_____ %		
Suppliers	_____ %		
Customers/Clients	_____ %		
Other	_____ %		
Trade/Travel (Not Holidays)		}	<input style="width: 100px;" type="text" value="%"/>
Conferences/Trade Shows/Exhibitions	_____ %		
Market Research Tours	_____ %		
Abroad	_____ %		
Other	_____ %		
Other (Please Specify)		}	<input style="width: 100px;" type="text" value="%"/>
.....	_____ %		
.....	_____ %		
.....	_____ %		
.....	_____ %		
Total			<input style="width: 100px;" type="text" value="100%"/>