

Alpine Link Time Allocation Worksheet



This worksheet is intended to help you gain awareness of how you spend your time, what areas you might be neglecting, and what areas you need to spend more time on.

"Time is the most valuable thing a man can spend."
- Theophrastus, 4th century BC Greek philosopher

Assessment completed by: _____



Time Allocation Worksheet

In the first column, list how much time is spent a week on average in each of the activities. Think back over the last 6 months and estimate an average for each line item. The total should add up to the amount of time worked each week on average.

In the next column, rank the value and importance of the activity as high (H), medium (M), or low (L) relative to the goals and outcomes that you desire to achieve.

In the last column, list the change in hours you would like to make for that activity in the future. If you would like to spend five more hours a week on an activity from what you do now, put a "+5" in the column. If you would like to spend 2 hours less each week on that activity in the future, put a "-2" in that column. The total at the bottom of this column reflects the total change in hours you plan to make from your current average workweek.

<u>Day to Day Activity</u>	<u>Time Spent</u>	<u>Level of Value</u>	<u>Future Change</u>
Tactical Activity			
<input type="checkbox"/> Working and contributing in your core domain; e.g., selling, engineering, designing, programming, preaching, marketing, writing, cooking, etc.	_____	_____	_____
<input type="checkbox"/> Prioritizing work; scheduling, assigning, and allocating resources	_____	_____	_____
<input type="checkbox"/> Managing people; e.g., interviewing, hiring, appraising, approving, implementing HR policies/benefits, communicating organizational info, defining roles and responsibilities	_____	_____	_____
<input type="checkbox"/> Cheerleading, encouraging, promoting teamwork, maintaining employee engagement	_____	_____	_____
<input type="checkbox"/> Working around obstacles; e.g., overcoming internally created issues, customer problems, quality problems	_____	_____	_____
<input type="checkbox"/> Monitoring, tracking, checking, and reviewing work for quality, defects, and conformance to policies	_____	_____	_____
<input type="checkbox"/> Reporting and updating; e.g., staff meetings, management reviews, forecasts, backlog, budgets	_____	_____	_____
<input type="checkbox"/> Administrating; e.g., reading or sending work related messages, e-mail, voice mail, filing, organizing	_____	_____	_____
<input type="checkbox"/> Socializing with employees, engaging in small talk	_____	_____	_____
<input type="checkbox"/> Traveling for business and not performing any of these other activities	_____	_____	_____
<input type="checkbox"/> Conducting personal business during normal work hours, e.g. phone conversations, messaging, internet browsing, personal errands, and time spent on sick leave.	_____	_____	_____
<input type="checkbox"/> Other: _____	_____	_____	_____
Sub-total:	_____	_____	_____
Strategic Activity			
<input type="checkbox"/> Collaborating with third parties, e.g. partners, suppliers, public officials	_____	_____	_____
<input type="checkbox"/> Building customer/constituency relationships, creating market demand, selling new work	_____	_____	_____
<input type="checkbox"/> Participating in industry programs, e.g. associations, peer groups	_____	_____	_____
<input type="checkbox"/> Planning, e.g. tracking market changes and competitor activity, developing strategies and roadmaps, creating plans	_____	_____	_____
<input type="checkbox"/> Innovating and improving products, processes, procedures, and systems	_____	_____	_____
<input type="checkbox"/> Developing people, e.g. providing coaching and training, developing future leaders	_____	_____	_____
<input type="checkbox"/> Developing yourself , e.g. receiving training, education, coaching, mentoring	_____	_____	_____
<input type="checkbox"/> Supporting your boss's or board's special projects and initiatives	_____	_____	_____
<input type="checkbox"/> Reflecting on work related topics, recharging your body's batteries, and relaxing during normal work hours	_____	_____	_____
<input type="checkbox"/> Other: _____	_____	_____	_____
Sub-total:	_____	_____	_____
Total hours per week:	_____	_____	_____

1. What do you spend most of your time doing that doesn't add value?

2. What could you do to minimize or eliminate activity that doesn't add value, e.g. your squandered energy?

3. What is it that you should spend more time doing?



Time Allocation Worksheet

Design your ideal day:

Time	Activity	Priority
Early Morning	Wake-up	
Mid-Late Morning		
Early Afternoon		
Late Afternoon		
Evening		
Night		
	Go to sleep	



Time Allocation Worksheet

Design your ideal week:

Description of Daily Activity

Hours

Priority

Everyday

- _____
- _____
- _____
- _____

Monday

- _____
- _____
- _____
- _____
- _____

Tuesday

- _____
- _____
- _____
- _____
- _____

Wednesday

- _____
- _____
- _____
- _____
- _____

Thursday

- _____
- _____
- _____
- _____
- _____

Friday

- _____
- _____
- _____
- _____
- _____

Saturday

- _____
- _____
- _____
- _____

Sunday

- _____
- _____
- _____
- _____

