

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

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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.

Day to Day Activity

Time Spent Level of Value Future Change

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, appraisals, approvals, benefits, implementing HR policies, communicating organizational information, defining roles/responsibilities | _____ | _____ | _____ |
| <input type="checkbox"/> Cheerleading, encouraging, promoting teamwork, maintaining employee engagement | _____ | _____ | _____ |
| <input type="checkbox"/> Working around obstacles, e.g. overcoming internally created issues, problems, mistakes | _____ | _____ | _____ |
| <input type="checkbox"/> Monitoring, tracking, checking, and reviewing work for quality and defects | _____ | _____ | _____ |
| <input type="checkbox"/> Reporting & updating, e.g. staff meetings, mgmt reviews, forecasts, backlog, budgets | _____ | _____ | _____ |
| <input type="checkbox"/> Administrating, e.g. reading/sending work messages, email, 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 about work and relaxing during normal work hours | _____ | _____ | _____ |
| <input type="checkbox"/> Other: _____ | _____ | _____ | _____ |
| Sub-total: | _____ | _____ | _____ |
| Total hours per week: | _____ | _____ | _____ |

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

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

What is it that you should spend more time doing?



Time Allocation Worksheet

Design your ideal week:

| Description of Daily Activity | Hours | Priority |
|-------------------------------|-------|----------|
| Everyday | | |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| Monday | | |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| Tuesday | | |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| Wednesday | | |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| Thursday | | |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| Friday | | |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| Saturday | | |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| Sunday | | |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |
| • _____ | _____ | _____ |