

Time Allocation Template

Use this template to record and review how you spend your time over one week. Reflect on how you could improve your time management and make the necessary changes required to regain control of your time and be more productive.

| MONDAY | TIME | STRATEGIC/ OPERATIONS | COVEY 1-4 |
|-----------|------|--------------------------|--------------|
| | | | |
| TUESDAY | TIME | STRATEGIC/ OPERATIONS | COVEY 1-4 |
| | | | |
| WEDNESDAY | TIME | STRATEGIC/ OPERATIONS | COVEY 1-4 |
| | | | |

| THURSDAY | TIME | STRATEGIC/ OPERATIONS | COVEY 1-4 |
|----------|------|--------------------------|--------------|
| | | | |
| FRIDAY | TIME | STRATEGIC/ OPERATIONS | COVEY 1-4 |
| | | | |

| TOTALS | TIME | % |
|-------------------------------|------|------|
| TOTAL TIME | | %100 |
| <hr/> | | |
| TOTAL TIME STRATEGIC | | |
| TOTAL TIME OPERATIONS | | |
| <hr/> | | |
| TOTAL TIME COVEY QUADRANT I | | |
| TOTAL TIME COVEY QUADRANT II | | |
| TOTAL TIME COVEY QUADRANT III | | |
| TOTAL TIME COVEY QUADRANT IV | | |

