

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
		STPATEGIC/	COVEY
FRIDAY	TIME	STRATEGIC/ OPERATIONS	COVEY 1-4

TOTALS	TIME	%
TOTAL TIME		%100
TOTAL TIME STRATEGIC		
TOTAL TIME OPERATIONS		
TOTAL TIME COVEY QUADRANT I		
TOTAL TIME COVEY QUADRANT II		
TOTAL TIME COVEY QUADRANT III		
TOTAL TIME COVEY QUADRANT IV		
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Urgent Not Urgent П - Preparations - Pressing Problems - Deadline Driven Projects, meetings, preparations Important - Presentations - Values Clarification - Planning - Relationship Building - True Recreation - Empowerment Ш - Interruptions, some Not Important - Trivia, busywork phone calls - Junk Mail Some mail, some reports - Some phone calls some meetings - Many proximate - Time wasters pressing matters - "Escape" activities Many popular activities