

# Time Planner Worksheet

**Purpose:** The aim of this form is to accurately record how you spend your time each day. You can then review what you do, when you do it and how long it takes. Identify whether you can delegate or outsource some of your current tasks to others. It is important that you are focused on the right work for the business and spending valuable time on high-value strategic tasks and not low-value work that could be outsourced to someone else. Be honest when completing this form and list every task, even the ones you shouldn't be doing but still did.

Remember to score each task – **1. High-Value 2. Mid-Value 3. Low-Value**

**How Long:** Complete one sheet for each day of the week, for a two week period. Remember to identify those tasks that someone else could do.

Date: \_\_\_\_\_

Day: \_\_\_\_\_

|                 |  |                 |  |
|-----------------|--|-----------------|--|
| 6:00 – 6:30am   |  | 2:30 – 3:00pm   |  |
| 6:30 – 7:00am   |  | 3:00 – 3:30pm   |  |
| 7:00 – 7:30am   |  | 3:30 – 4:00pm   |  |
| 7:30 – 8:00am   |  | 4:00 – 4:30pm   |  |
| 8:00 – 8:30am   |  | 4:30 – 5:00pm   |  |
| 8:30 – 9:00am   |  | 5:00 – 5:30pm   |  |
|                 |  |                 |  |
| 9:00 – 9:30am   |  | 5:30 – 6:00pm   |  |
| 9:30 – 10:00am  |  | 6:00 – 6:30pm   |  |
| 10:00 – 10:30am |  | 6:30 – 7:00pm   |  |
| 10:30 – 11:00am |  | 7:00 – 7:30pm   |  |
| 11:00 – 11:30am |  | 7:30 – 8:00pm   |  |
| 11:30 – 12:00pm |  | 8:00 – 8:30pm   |  |
|                 |  |                 |  |
| 12:00 – 12:30pm |  | 8:30 – 9:00pm   |  |
| 12:30 – 1:00pm  |  | 9:00 – 9:30pm   |  |
| 1:00 – 1:30pm   |  | 9:30 – 10:00pm  |  |
| 1:30 – 2:00pm   |  | 10:00 – 10:30pm |  |
| 2:00 – 2:30pm   |  | 10:30 – 11:00pm |  |

|                  |  |                           |  |
|------------------|--|---------------------------|--|
| Billable Hours   |  | Tasks You Could Delegate  |  |
| Productive Hours |  | Driving / Travelling Time |  |
| Wasted Time      |  | Creation Time             |  |

Need any help with this activity? Email me on [richard@goberemarkable.com](mailto:richard@goberemarkable.com)