

# Personal Productivity Analysis Worksheet



Name: \_\_\_\_\_

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

Time	Planning	Scheduling	Research	Self development	Counselling	Conference	Instructing	Training employee	correspondence	study reports	Telephone calls	Social media chat	Technocal problems	Lunch	General breaks	Commuting	Outdoor meet	Waiting	Inhouse meet	Fun/Leisure	E mail chk/reply	Interviews			Comments			
7 a.m.																												
8 a.m.																												
9 a.m.																												
10 a.m.																												
11 a.m.																												
12 noon																												
1 p.m.																												
2 p.m.																												
3 p.m.																												
4 p.m.																												
5 p.m.																												
6 p.m.																												
Approx . Total Mins.																												

Note: Mention all your time limits and activities this same way and measure actual time wasters. This exercise is eye opener towards unconscious activities