

Time flies but are you the pilot?

In a **pickle**



Another day working flat out with maybe a couple of custard creams and a cup of lukewarm tea making up your so called lunch break? You may feel like you have got a lot done, but what took the most time and where was most time wasted? The key is increasing your productivity not the length of your working day!

Why not keep this timesheet to hand and log your day to see where you could increase your productivity and what tasks you are spending valuable time on that could easily be delegated or outsourced?

Time Spent (15 min increments)	Task Description	Client (C) Or Internal (I)	Notes

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### Summary

So you've logged it all down but what does it mean, take a few moments to answer these few questions and you may be surprised just where your day went...

- How long did you spend checking e-mails?
- How many times during the day did you record checking e-mails as a task?
- How much of your day was spent on internal work?
- How much of your day was spent on client/revenue generating tasks?
- How many times did you leave a task and then go back to it?
- How much time is unaccounted for?
- What were the biggest distractions to your day?

Surprised by the results? Maybe it's time to review your processes after all if you always do things the same way you are always going to achieve the same outcome!

Why not get in touch with us and arrange an on-site one to one where we can go through your current systems and look at the tasks that you could be delegating/outsourcing to ensure that you & your business get the most from your day?

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