

TIME JOURNAL

UNDERSTANDING CURRENT VALUE-ADD ACTIVITIES

An understanding of how you are currently spending your time is foundational to improving your productivity.

INSTRUCTIONS: ON A DAILY BASIS, MAKE A COMPLETE LIST OF ALL ACTIVITIES WITH ASSOCIATED TIMES AND OUTCOMES FOR ONE WEEK

Example Day: _____ *Tuesday, May 30th*

Time: 6:00	Get up and get ready
Time: 6:20	Go for a run, shower
Time: 7:00	Wake up daughter and prepare breakfast, lunches
Time: 8:00	Start work – organize the day. Outcome: interrupted by phone call, not complete
Time: 8:17	Talk to colleague about their weekend
Time: 8:30	Meeting #1 purpose to make a decision about expenditure. Outcome: decision deferred
Time: etc	etc

At the end of the week, review your daily journal:

1. Time

- Best & worst times for routine activities - what caused the worst time? What caused the best time?

2. Outcomes

- Did the actual outcome meet the expected outcome? Why or why not?

3. Value-Add

- Identify which activities are “Value-Add” (VA) Activities and which ones are “Non Value-Add” (NVA) Activities.