

Seven day productivity tracker...

HOW TO USE THE PRODUCTIVITY TRACKER

This tool is suitable if you are not getting to the bottom of your to-do list, aren't getting around to tackling the more important tasks that you should be working on or generally feel that you could benefit from being more productive with your time.

You have to commit to using it for a calendar week. It will seem annoying to start with but what it will tell you at the end of the week will be so valuable and will help you significantly improve your effectiveness.

Print off a new copy every day (page 3) and keep it with you. Set the alarm on your phone to alert you every hour and when it does, note on the tracker the main activities that have absorbed your time in that hour.

Some will be productive (adding value and making a difference to the fortunes of you and your business) - add these to the left-hand column. Some will be distracting and hindering your progress - add these to the right-hand column.

After seven days, you should be able to analyse and identify the top tasks that you could and should be doing more of and those that you need to eliminate or reduce in order to get your time back.

Summarise the top five productive areas and how much you have spent doing them in descending order on this table:

| | Productive tasks | Time spent last week |
|----|------------------|----------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Now you need a plan to help you spend MORE time doing these tasks every week.

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Summarise the top five non-productive areas and how much you have spent doing them in descending order on this table:

| | Non-productive tasks | Time spent last week |
|----|----------------------|----------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Now you need a plan to help you spend LESS time doing these tasks every week.

Once you have completed the two tables above, you now need to develop an action plan to implement the changes you need to make so you can be more productive with your time. List what you are going to do, when you are going to do it, what resources you need and how you will measure success.

| | Action to take | Completion date | Resources needed | How success will be measured |
|----|----------------|-----------------|------------------|------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

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DAY:

DATE:

| Time | Productive activity | Distracting activity |
|---------------|---------------------|----------------------|
| 06:00 - 07:00 | | |
| 07:00 - 08:00 | | |
| 08:00 - 09:00 | | |
| 09:00 - 10:00 | | |
| 10:00 - 11:00 | | |
| 11:00 - 12:00 | | |
| 12:00 - 13:00 | | |
| 13:00 - 14:00 | | |
| 14:00 - 15:00 | | |
| 15:00 - 16:00 | | |
| 16:00 - 17:00 | | |
| 17:00 - 18:00 | | |
| 18:00 - 19:00 | | |
| 19:00 - 20:00 | | |
| 20:00 - 21:00 | | |