

Time (Now)

Have your client map out how he or she spends their time for two weeks, using this log. Don't show him or her anything to the right of activity. After you have the log complete, focus on the questions to the right.

From	To	Activity	Strategic Value (A, B, C, F)	Did it have to be done?	Did it have to be done now?	Who else could have done it?	Did it have to be done quite so well?	Ideas to save time
6:00 AM	6:15 AM							
6:15 AM	6:30 AM							
6:30 AM	6:45 AM							
6:45 AM	7:00 AM							
7:00 AM	7:15 AM							
7:15 AM	7:30 AM							
7:30 AM	7:45 AM							
7:45 AM	8:00 AM							

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From	To	Activity	Strategic Value (A, B, C, F)	Did it have to be done?	Did it have to be done now?	Who else could have done it?	Did it have to be done quite so well?	Ideas to save time
8:00 AM	8:15 AM							
8:15 AM	8:30 AM							
8:30 AM	8:45 AM							
8:45 AM	9:00 AM							
9:00 AM	9:15 AM							
9:15 AM	9:30 AM							
9:30 AM	9:45 AM							
9:45 AM	10:00 AM							
10:00 AM	10:15 AM							
10:15 AM	10:30 AM							

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From	To	Activity	Strategic Value (A, B, C, F)	Did it have to be done?	Did it have to be done now?	Who else could have done it?	Did it have to be done quite so well?	Ideas to save time
10:30 AM	10:45 AM							
10:45 AM	11:00 AM							
11:00 AM	11:15 AM							
11:15 AM	11:30 AM							
11:30 AM	11:45 AM							
11:45 AM	12:00 PM							
12:00 PM	12:15 PM							
12:15 PM	12:30 PM							
12:30 PM	12:45 PM							
12:45 PM	1:00 PM							

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From	To	Activity	Strategic Value (A, B, C, F)	Did it have to be done?	Did it have to be done now?	Who else could have done it?	Did it have to be done quite so well?	Ideas to save time
1:00 PM	1:15 PM							
1:15 PM	1:30 PM							
1:30 PM	1:45 PM							
1:45 PM	2:00 PM							
2:00 PM	2:15 PM							
2:15 PM	2:30 PM							
2:30 PM	2:45 PM							
2:45 PM	3:00 PM							
3:00 PM	3:15 PM							
3:15 PM	3:30 PM							

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From	To	Activity	Strategic Value (A, B, C, F)	Did it have to be done?	Did it have to be done now?	Who else could have done it?	Did it have to be done quite so well?	Ideas to save time
3:30 PM	3:45 PM							
3:45 PM	4:00 PM							
4:00 PM	4:15 PM							
4:15 PM	4:30 PM							
4:30 PM	4:45 PM							
4:45 PM	5:00 PM							
5:00 PM	5:15 PM							
5:15 PM	5:30 PM							
5:30 PM	5:45 PM							
5:45 PM	6:00 PM							

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From	To	Activity	Strategic Value (A, B, C, F)	Did it have to be done?	Did it have to be done now?	Who else could have done it?	Did it have to be done quite so well?	Ideas to save time
6:00 PM	6:15 PM							
6:15 PM	6:30 PM							
6:30 PM	6:45 PM							
6:45 PM	7:00 PM							
7:00 PM	7:15 PM							
7:15 PM	7:30 PM							
7:30 PM	7:45 PM							
7:30 PM	7:45 PM							
7:45 PM	and After							