

Time Log!

Time Management for the Seriously Ambitious



What is the value proposition?

- Your time is one of your most valuable resources.
- People generally do not have good skills at knowing how they spend their time.
 - Peter Drucker, "The Effective Executive", Chapter "Know Thy Time"
- Time Log helps you spend your time effectively.
 - It helps you be aware of how your time is being spent
 - It teaches you how long things take
 - You learn you can get a lot of things done in a short amount of time
 - You also learn to not underestimate how long things take, e.g. composing an effective email
 - And gives you information on exactly how to adjust your time
 - what to speed up, slow down
 - what to do more of and what to do less of

(continues)

What is the value proposition? (continued)

- If you work by yourself, at home, and/or as an independent, you often don't have anyone else thinking about how you spend your time.
 - The Time Log serves as a "self-manager", helping you stay focused
 - It provides a record of your accomplishments
 - For yourself, as a reward
 - For your manager, if he or she has any questions or doubts

What is the basic Time Log procedure?

- It starts with an 8"x5" spiral bound notebook
- The basic activity is to write how what you do all day at work (or before and after work also, if you choose)
 - Using short phrases, even abbreviations
 - For example: "Chk Em" = Check Email
 - Also record break times
 - "10:20 Break", "12:15 Lunch", "5:15 EOD" (end of day) are useful entries
 - And **MOST IMPORTANT**: write down the **START TIME** for each activity, **AT THE TIME IT STARTS**
 - You won't remember the start time after the activity starts
 - The **DURATION** is the difference between the start times
 - You don't have to calculate duration unless you want to know specifically; your mind will learn through repetition
- (continues)

What is the basic Time Log procedure? (continued)

- You also capture any “to do” items or notes or sketches that you want throughout the day
 - Also people’s names, phone numbers, email addresses, etc.
- The Time Log is a cross between a “laboratory notebook” and “professional billing worksheet”
 - Think of your time as valuable! Like a scientist, lawyer or accountant.
 - You can keep the To Do items in the Time Log or copy them to another system later.
- The Time Log system also has an optional way to maintain the To Do List and assign priorities to the To Do items.

Why use a notebook instead of a computer?

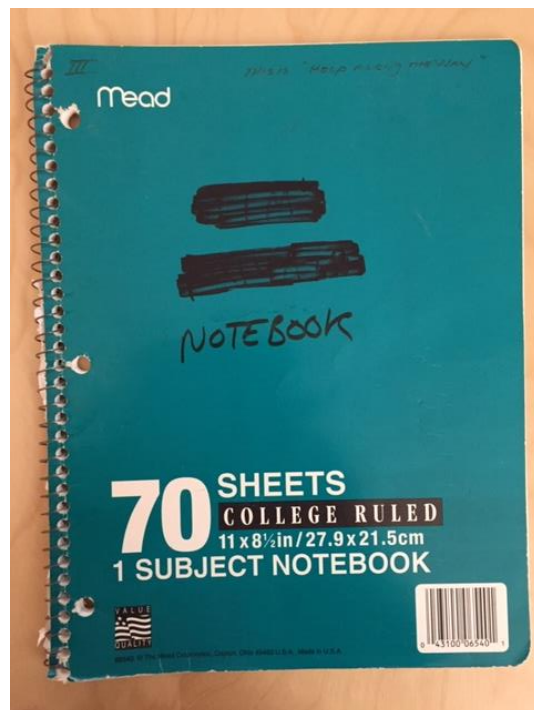
- Because a notebook is faster, it is right there within reach, and you can capture any type of note, including sketches
- Physically writing helps you “feel it” and “own it”
- It gives you an “eye break” from looking at the computer screen
- It requires less thought and less fiddling to capture the info
- You are going to make a lot of entries; skip the mouse moves and clicks!



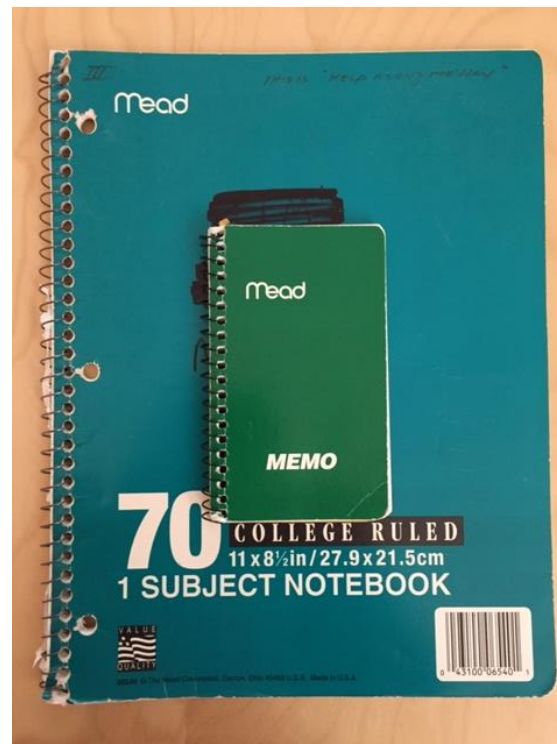
First, choose the right notebook

- Nice quality
 - You will use the notebook all day long, and it will last for several weeks if not months
 - You can start with what you have; you can always "upgrade"
- Spiral bound
 - Because it folds over neatly, so it does not take up too much room on your desk when it is open
 - And it needs to ALWAYS be open and ready to use
- Approximately 8 inches by 5 inches
 - Bigger takes up too much room on your desk, and smaller won't allow easy writing

8" x 11" - Too Big



3" x 5" - Too small



5" x 8" - Just right!



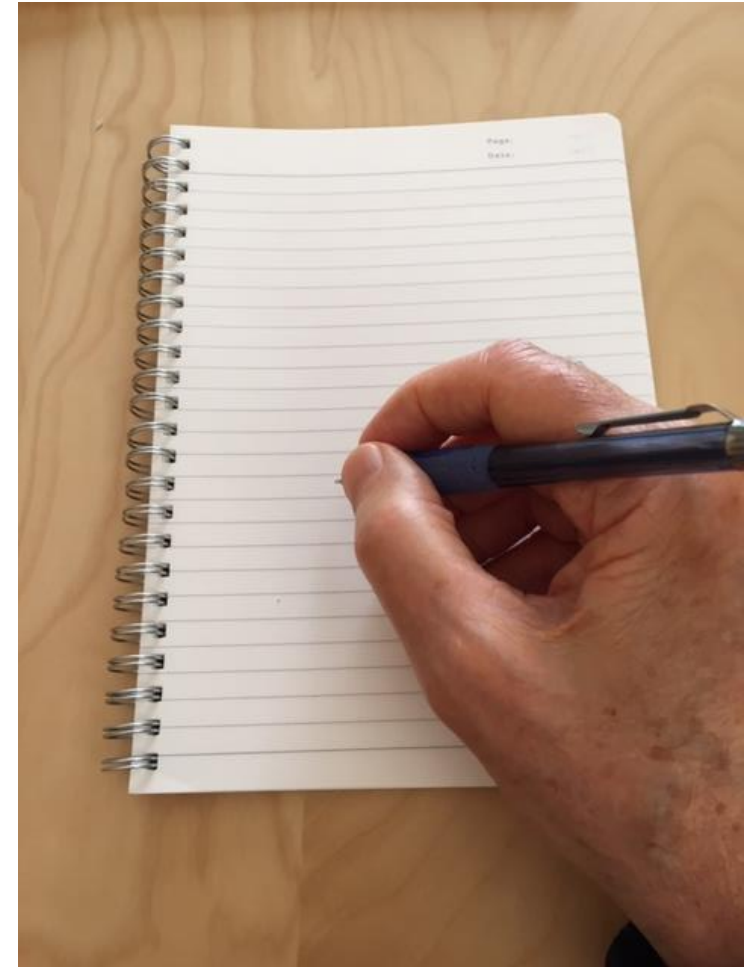
The 5" x 8" spiral notebook is good because

- It's a LOT bigger than a Post-It note
- Your notes are all in one place
- It's big enough to sketch in, or take a lot of meeting notes
- It does not take up too much space on your desk
- It goes easily into your bag
- It folds over neatly
- It's big enough that your palm can "hold it down" often while you are writing

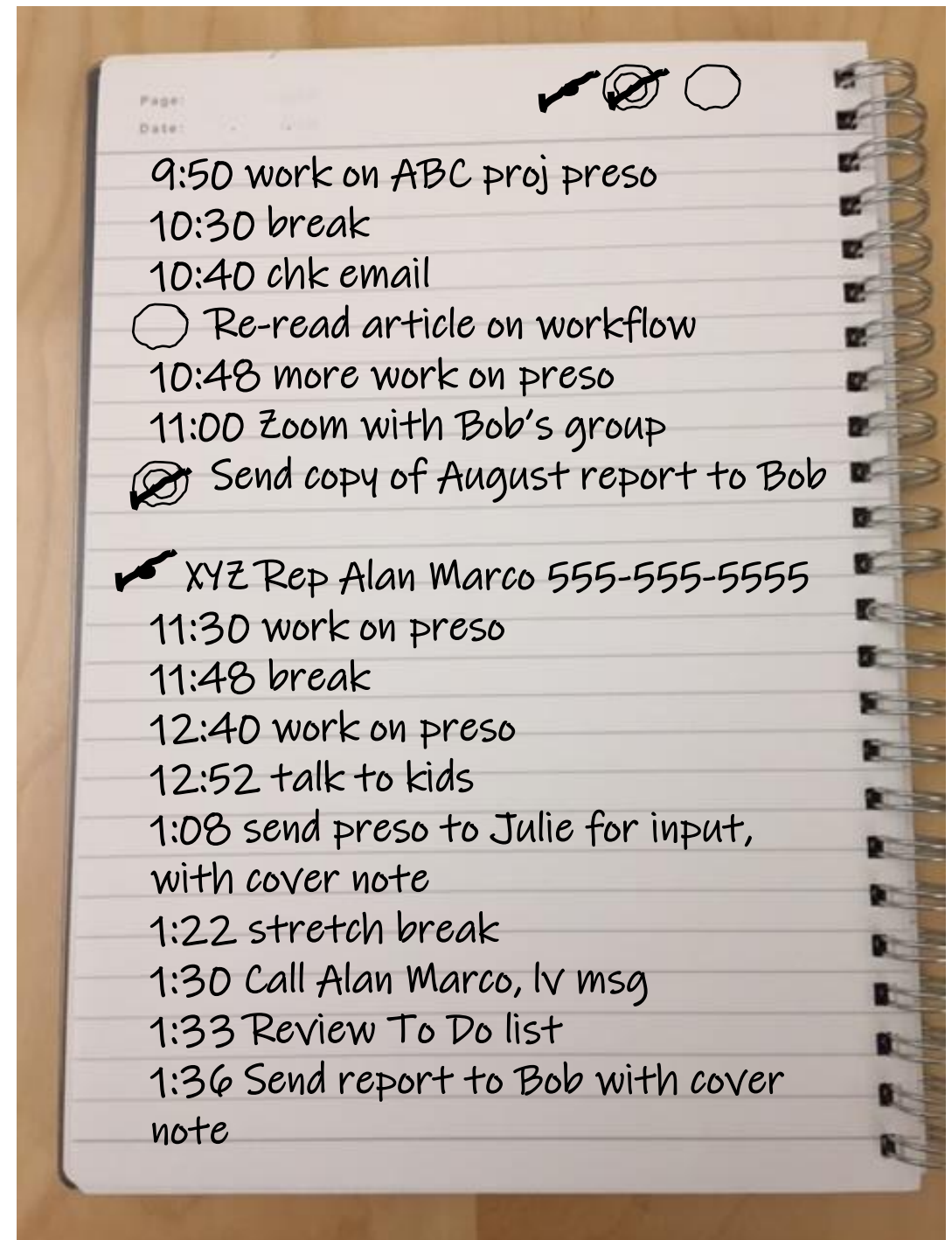
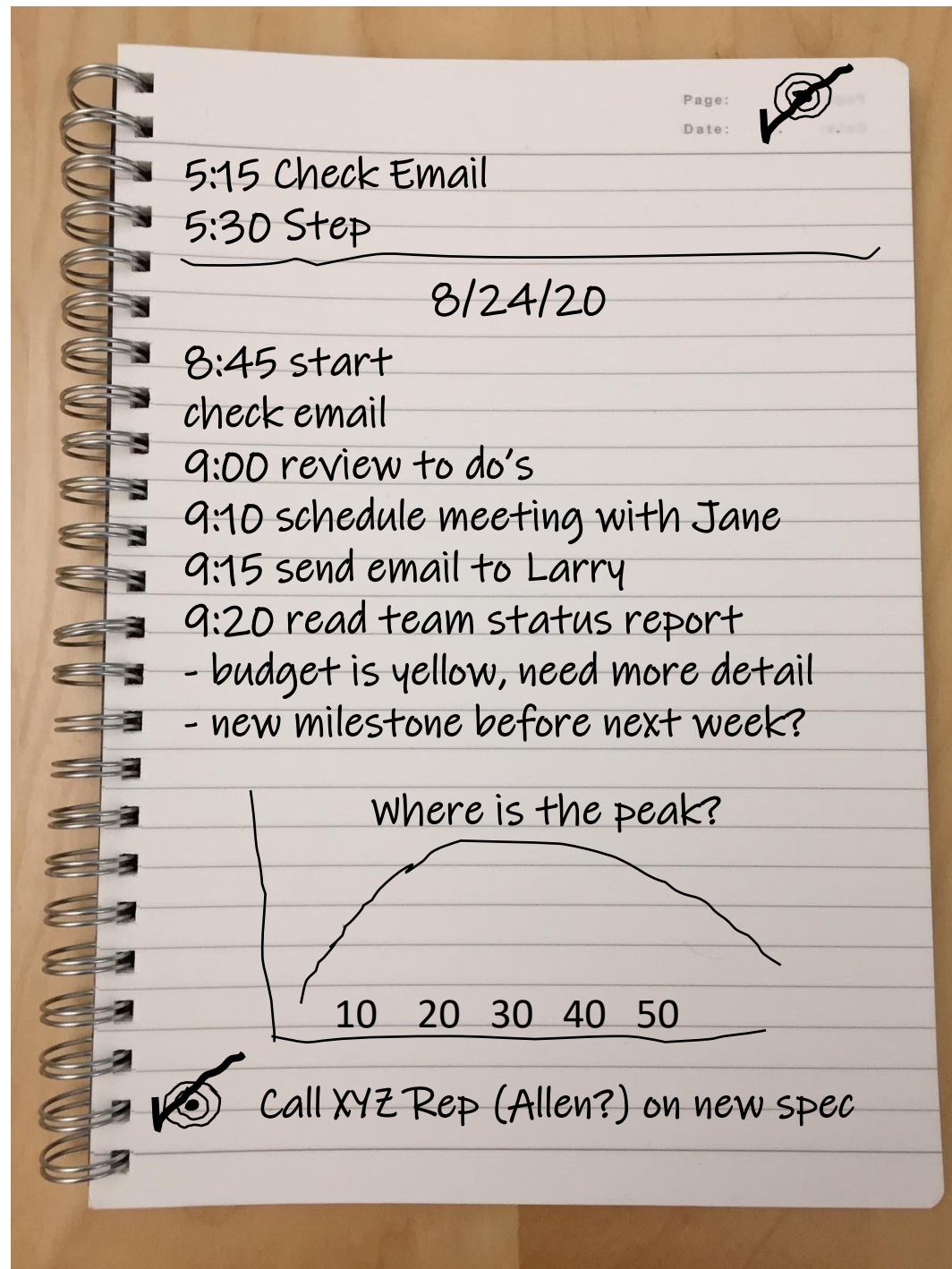


Also, select a good automatic pencil with an eraser

- Sure, you're going to do erasing!
- Automatic pencil, because who has pencil sharpener?
 - And who wants pencil shavings?
- And after you get started, plan to have refills of pencil leads and erasers



Examples of use

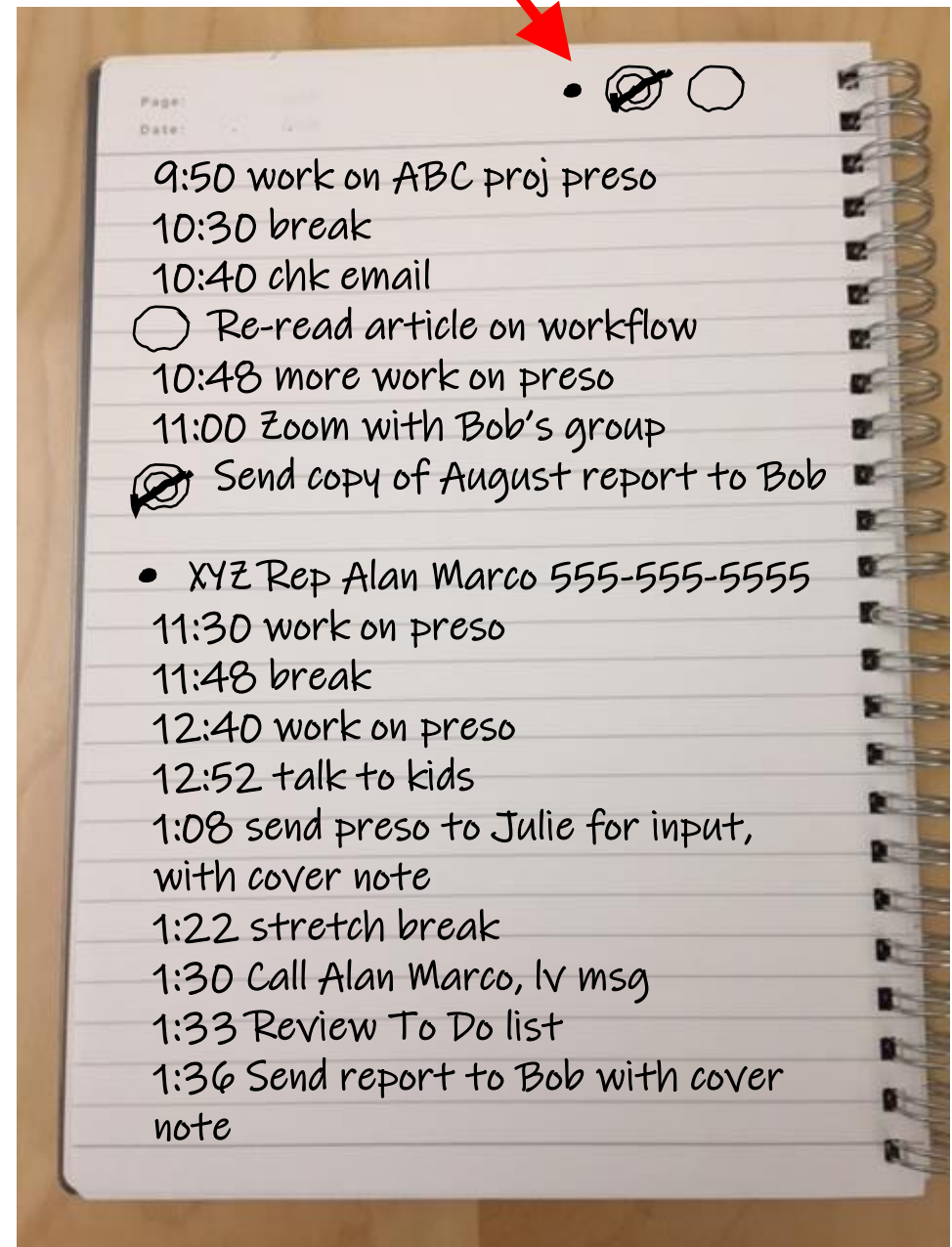
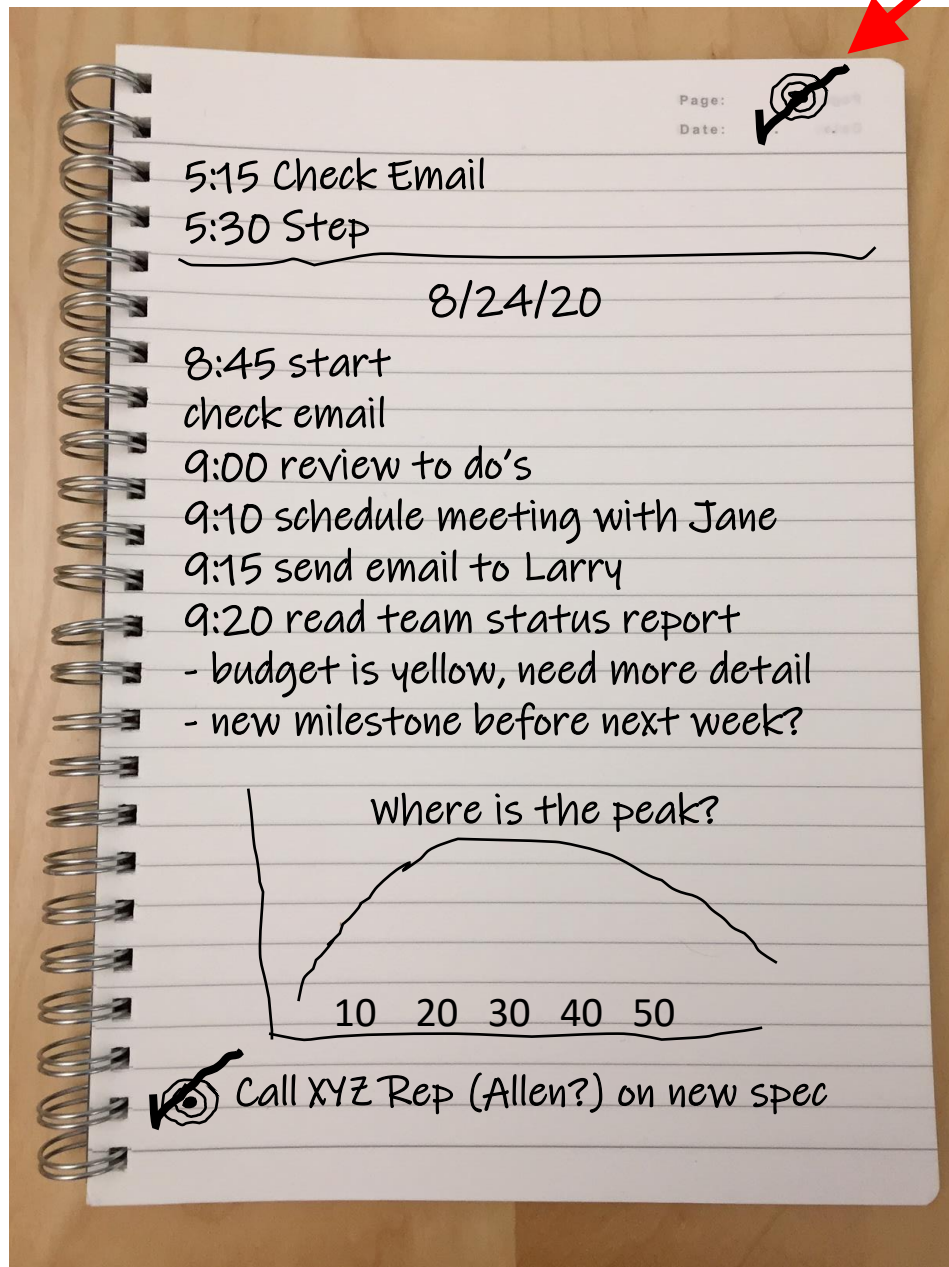


Some techniques

To Do's with four levels of priority
low to high



These summarize the To Do's from the page, so you can just read the tops of the pages to find the incomplete To Dos

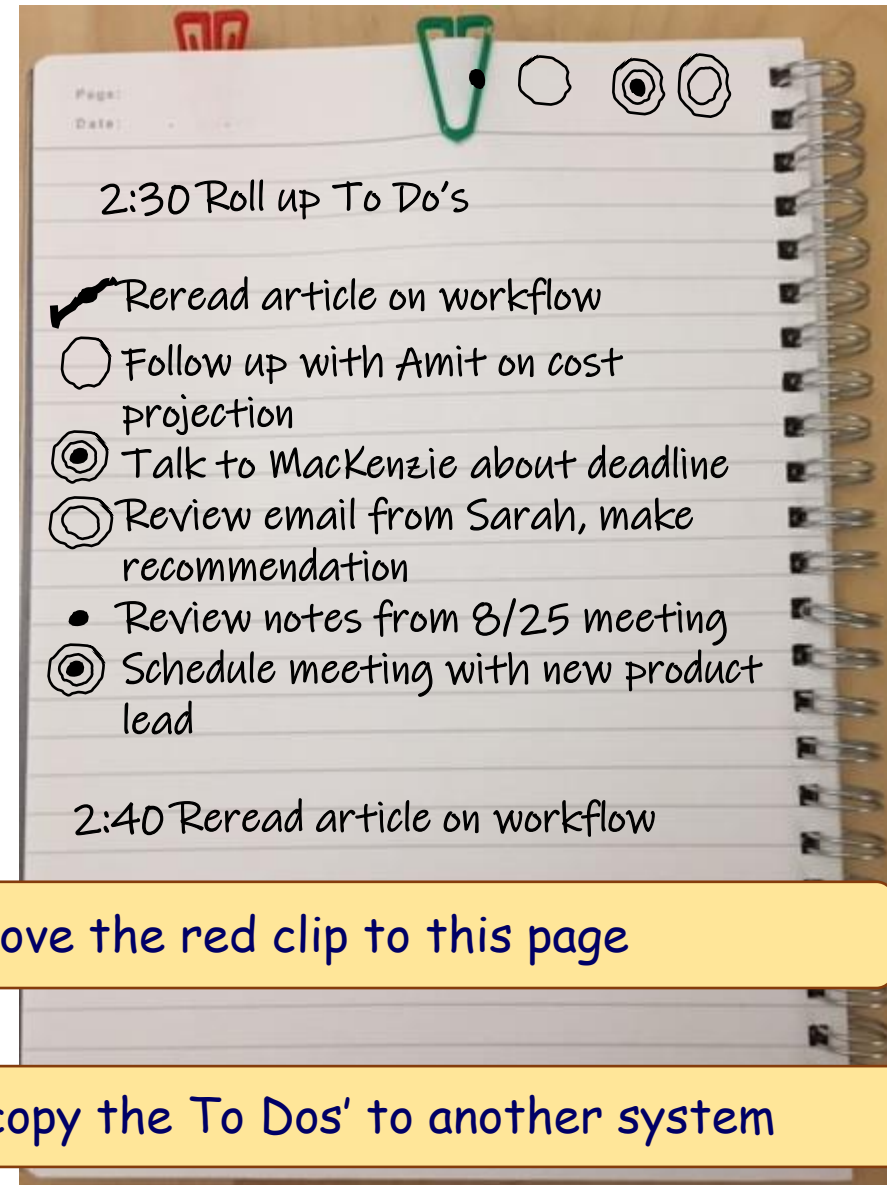
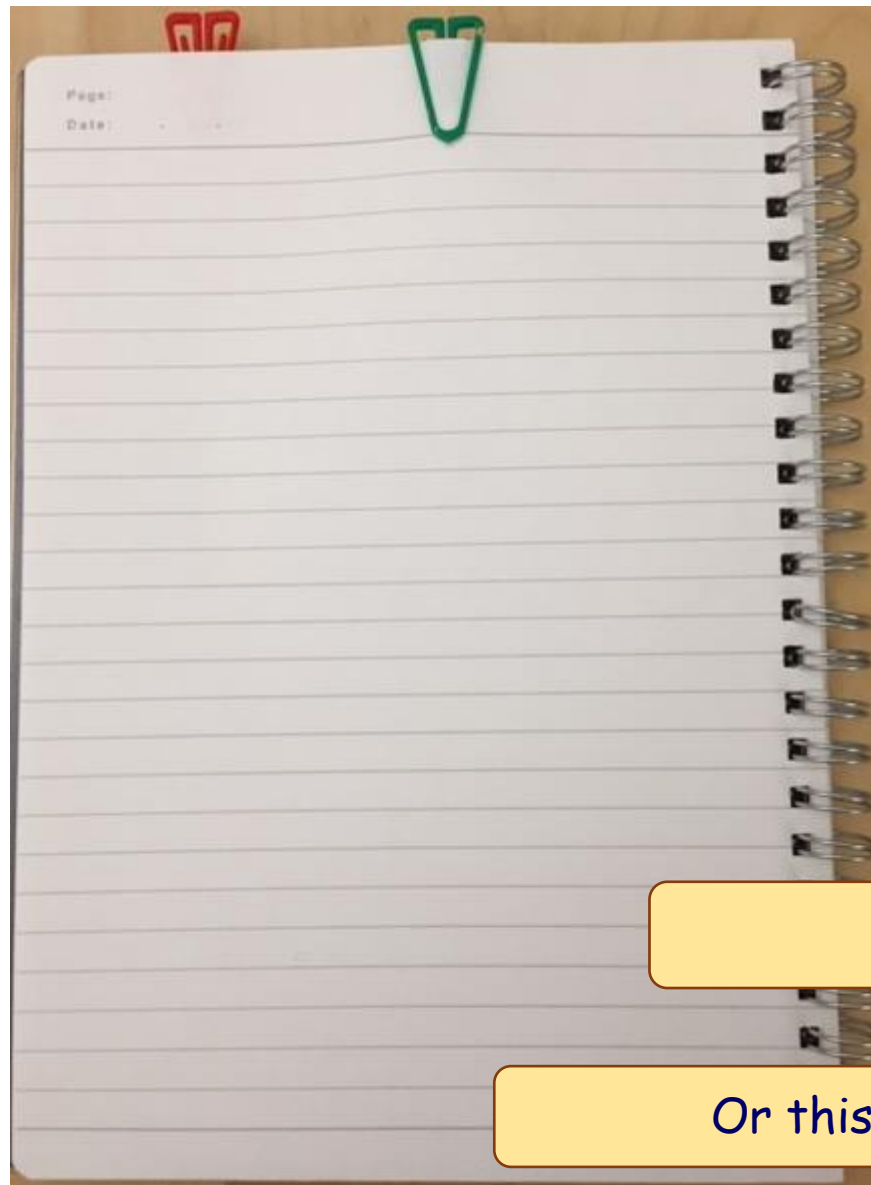


When you get a lot of To Do's

The Red clip shows where the Oldest open To Do is

The Green clip show where the Current Active Page is

Once in a while you roll up the To Do's to the current page, crossing them out from where they were with an "F" for "Forwarded"



And then you move the red clip to this page

Or this is when you can copy the To Dos' to another system