Time Inventory Log Date _____

Begin Time	Activity	Category	Scheduled	Unscheduled	Interrupt?	Total Minutes

Categories: Administration, Relationship-Building, Phone/E-Mail, Meeting, Planning, Reading/Personal Development

1. Enter the approximate time you begin an activity.
2. Enter the name of the activity and its category.
3. Check whether this was a scheduled or an unscheduled activity and whether you consider it an interruption or not.
4. When you begin the next activity, enter the total number of minutes you spent on the previous activity.
5. At the end of the day or designated period of time, total the number of minutes over which you kept your log. Then add up the number of minutes in the various categories to get an overview of where your time is actually spent.