

# Personal Development Resources

## Quick Guide to Better Time Management by using Activity Logs

Quick Guide





Then, without changing your behaviour any more than you must note down everything that you do at work, as you do it.

Every time you change activities, whether replying to email, working on a report, making coffee, or gossiping with colleagues, note down what the activity is, the time of the change, and how you feel (alert, flat, tired, energetic, and so on).

Then, at a convenient time, go back through your Activity Log and write down the duration of each activity, and whether it was a high, medium, low, or no value task. (Evaluate this based on how far it contributed to achieving your job goals.)



## Learning From Your Activity Log

Once you've logged your time for a few days, analyse your Activity Log. You may be alarmed to see how much time you spend doing low value jobs!

You may also see that you are energetic in some parts of the day, and flat in other parts. A lot of this can depend on how you are, the rest breaks you take, when and what you eat, and the work that you're doing.

**Once you've analysed your Activity Log, you should be able to boost your productivity by applying one of the following actions to various activities:**

1. Eliminate tasks that aren't part of your role, or that don't help you meet your objectives. These may include tasks that someone else in the company should be doing or personal activities such as sending non-work e-mails or surfing the Internet.
2. Schedule your most challenging tasks for the times of day when your energy levels are highest. That way, your work will be of better quality, and it should take you less time to do.
3. Minimize the number of times you switch between types of tasks. For example, could you check and reply to e-mails at only a few times of the day, or process all your invoices at the same time each week?
4. Reduce the amount of time you spend on legitimate personal activities such as making drinks. (Take turns in your team to do this – it saves time and strengthens team spirit!)

## Key Points

Activity Logs are useful tools for analysing how you use your time. They help you track changes in your energy, alertness, and effectiveness throughout the day, and they help you eliminate time wasting activities, so that you can be more productive.

Once you've analysed your Activity Log, you should be able to boost your productivity by eliminating or delegating low-value activities, scheduling challenging tasks for the time of the day when you feel your best, minimizing the number of times that you switch between types of tasks, and reducing the time you spend on personal activities.