

Time/energy study

- The goal is to capture where your time + energy goes primarily as it relates to your business and your productivity so you can see what tasks you are actually focusing on. To help you recognize where time/energy could be being wasted, and what areas could use more of your focus.
- Keep a log. You can make it however works for you and make whatever “buckets” that work for you. The below includes examples
- Keep a log of where your time goes and also make notes throughout the day of what fills your energy, what depletes it. where do you notice yourself being energized by various tasks, people, day of week/time of day, and what do you notice depletes your energy or where you feel more run down
- If you have another job you can choose to simply put all of that time in one bucket like “8 hours/day at other job”

Day & Time	Task + bucket <ul style="list-style-type: none"> ● <i>Strategy</i> ● <i>Sales</i> ● <i>Marketing</i> ● <i>Client service delivery</i> ● <i>Admin (invoicing)</i> ● <i>Systems/process development</i> ● <i>Learning /community</i> ● <i>other</i> <i>Personal</i> <ul style="list-style-type: none"> ● <i>Family/relationships</i> ● <i>Hobby</i> ● <i>Exercise</i> ● <i>Other job</i> ● <i>Self care</i> ● <i>Other</i> 	Time spent	Energy (<i>how did it feel. What filled you up/what depleted you</i>)
Monday 6-730a	shower/Got kids ready		
Mon 730-9a	Replied emails (admin)		
Mon 9-11a	Sales outreach (sales)		
Mon 11a-12	break/lunch/walk		

