

Time Log Exercise

Take a look at your recently completed Time Log.

How much time was spent on:

- Disruptions
- Opening Mail
- Talking to Colleagues
- Low value jobs
- Reading and answering mails

How long did you get to work on a particular task without interruptions?

If you take away time spent on the above as well as lunch, breaks, going to and from meetings, how much actual time is left to work?

What was your biggest surprise from this exercise?

How much time do you spend each day reading and answering your emails?