

Tools and templates



Calculating time spent on tasks

Calculating how much time you're spending on each task will help you sense check how you're spending your days and whether you're adding value in the right places.

Print out our template and fill in your time over the week, adding your own tasks into the spaces at the bottom. Repeat the activity over a number of weeks to get a representative view.

Description of activity		7	Γime in	minute	es		
	М	Т	w	Т	F	Total	Notes or takeaways
Accounts							
Administration							
Client outreach							
Email (internal)							
Email (external)							
Invoicing							
Marketing							
Meetings (team)							
Meeting (clients)							
Research							
Team building							
Team management							
Training							