Are you making the best use of your time?

Consider each of the major tasks that you must accomplish each day, then assign a priority to that task, and a rough estimate of the time involved. For example, follow up calls might be a high priority task that consumes 10 percent of your day. Next, track how you use your time for several days. You may find that you are spending more time on low priority tasks than you had intended.

Workplace activity	Time spent					Optimum time goals	Priority Rank
	Mon	Tues	Wed	Thurs	Fri		