



## ***Maximum Acceleration*** **Time Tracker**

### **Description**

This valuable time management tool identifies how you choose to utilize your time both chronologically and by activity categories. It will also assist you in determining your hourly rate of pay. This tool may be used periodically to investigate your efficiency and overall time value. Use it as needed to fine tune your time utilization and reprioritize your efforts to what are highest payoff activities.

### **Instructions for use**

For this tool to work properly you must have accurate information on the activities you have chosen to do during the day. Remember that the quality of the results will only be as good as the accuracy of the information you put into the system. To get the most accurate information, it is critical that you log your activity every 15 minutes throughout your day, as you go through it. Trying to recreate your activities at the end of the day will reduce the accuracy of the information you collect. To help remind you to keep track of this during the day, print the Tracker Sheet first thing in the morning and keep it out on your desk as you go through the day, (also be sure to take this with you when you work out of the office).

After having collected this information, it needs to be reviewed and summarized to determine where your greatest opportunities to increase efficiency exist. Start by summarizing the activities into general activity classifications, Such as Marketing, Sales, order fulfillment, customer service, administrative, personal development, etc. Then assign an hourly value to each of these categories by thinking about it from a CEO perspective; What would you pay someone on an hourly basis to perform this function? Then create a list of the low payoff activities that needed to be eliminated, automated or delegated to free up more time for you to spend on you high payoff activities. Of course if you have questions about this process feel free to reach out to us and one of our coaches would be happy to help you get through it.