

THE BOSS HAT – TASK LOG

Completing the task log is a great way to see just where you are spending your time during the day – so that you can then do something about it. So often, we get sucked into our day and although we might have a vague idea where we're losing control, we can't seem to put our finger on it. This log will help you do just that.

Here's how it works. Over the next 2–5 days write down every single task that you do during the day, no matter how big or small.

I have split up tasks into the following:

I – Interruption (eg any unscheduled task)

DT – Down time (This includes; social media; any unplanned admin; getting a coffee; chatting; texting; social call; reflection)

PT– Planned Task

M – Meeting

If there's another type of task that you'd also like to monitor please feel free to add it to the list.

The more detail you put down the more useful it'll be.

Once you've completed your task log use add up the total amount of time for each type of task and see if you can spot any patterns that will help you gain control of your day.

Enjoy.

— **Barbara**

| Type of Task | Total Time Taken | Any Patterns |
|-------------------|------------------|--------------|
| | | |
| I - Interruption | | |
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| PT - Planned Task | | |
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| M - Meetings | | |
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| DT - Down Time | | |
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