

In the table below, list your Key Result Areas, and record the minutes you spend per day on each one. Along the bottom row, record the total hours worked per day (not just the time spent on Key Result Areas).

Next, add up the time worked over the week for each Key Result Area and record this **in hours** in the ‘Total’ column.

Finally, divide the total time worked for each Key Result Area by the total number of hours worked in the week, and multiply by 100 to give the percentage of available time spent on each Key Result Area.

Key Result Area	Mon	Tue	Wed	Thu	Fri	W/E	Total	% time per KRA
Number of hours worked per day								

Now think about the following:

1. Does the time spent on Key Result Areas align with your priorities?
2. Could more time and focus be given to certain Key Result Areas? Specify:
3. Identify ways to improve your time management