

The Franklin Time Log

"Effective executives do not start with their tasks. They start with their time. They start by finding out where their time goes. Then they manage their time and cut back unproductive demands on their time."

Peter Drucker
The Effective Executive

Do you know where your time goes? Use the Franklin Time Log to find out where and how you really spend your time. You may surprise yourself!

Six Steps to Using the Franklin Time Log:

1. Commit yourself to really using the Time Log.

- A. Use the Time Log for a minimum of 5 (five) full working days.
(You may also want to use the Time Log to track your personal time.)
- B. Don't wait for a "typical" week to run your log—there is no such thing!
- C. Don't cheat on your log to make yourself look effective.
Be Honest With Yourself!

2. Select five Time Inventory categories which are most appropriate for your situation. (Your sixth category should be labeled "Other" to catch the loose ends.) Some examples are:

- Meetings
- Telephone
- Drop-in Visits
- Socializing
- Meeting Preparation
- Reading
- Interruptions
- Travel
- Projects
- Plant Visits
- Civic Activities
- Personal Matters
- Correspondence
- Planning
- Reports/Paperwork

Write the categories in the columns at the top of your Time Log.

3. Assess your Current Time Usage

- A. Write your chosen categories in the format shown.
- B. For each category, forecast what percentage of your time you spend in the category during an average workday and write the number in the "Forecast" column.
- C. Determine for each category what would be the optimal percentage of time you could spend in each category. Write this number in the "Optimal" column.

CATEGORY	FORECAST	OPTIMAL	ACTUAL
1. _____	_____ %	_____ %	_____ %
2. _____	_____ %	_____ %	_____ %
3. _____	_____ %	_____ %	_____ %
4. _____	_____ %	_____ %	_____ %
5. _____	_____ %	_____ %	_____ %

4. Begin Logging Your Time

- Decide which consecutive five working days you will log your time.
- Keep your daily log in 15-30 minute increments. Do not wait several hours or until the end of the day to fill in your entries.
- Be sure to record the following information for each series of entries:

- The time of the entry
- A short description of the activity(ies)
- The number of minutes spent on each activity
- The priority of each activity

A = Vital
B = Important
C = Some Value
D = Worthless

Refer to Page 59

Entry Time	Meetings	Projects	Plant Visits
8:15			
8:40		Review X-10 RPT	15 B
8:55			
9:40	Safety Meeting 30 B		Inspect New Lathe 10 A
10:15	Staff Meeting 5 C	Outline Test Gu. 30 B	
11:00	Staff Meeting 30 C		Talked w/ H. B. 15 B

5. After Five Days, Compile the Results

- Add the number of minutes spent in each category for each day. Now add the six category totals to find the number of total minutes logged each day.
- Divide the total minutes for each day into the total minutes for each category to find the percentage of time spent in each category each day.
- Add the total number of minutes spent in each A,B,C, or D category and write the respective numbers in the space provided at the bottom of your log sheet.
- Combine and average the percentages from your five daily log sheets to make a complete profile.

Daily Totals

	1	2	3	4	5	Weekly Total	Weekly Average
Total Minutes	— + — + — + — + — =	—	÷ 5 =	—			
Actual %	— + — + — + — + — =	—	÷ 5 =	—			
A	— + — + — + — + — =	—	÷ 5 =	—			
B	— + — + — + — + — =	—	÷ 5 =	—			
C	— + — + — + — + — =	—	÷ 5 =	—			
D	— + — + — + — + — =	—	÷ 5 =	—			

6. Analyze the Results

- Compare the actual percentage of time spent in each category to the Forecast and Optimal percentages you determined at the beginning of this exercise.
- Look at the amount of time in each category which was spent doing vital, important, some value, and worthless activities. Was your time spent productively?
- Using the information revealed by your analysis, formulate some goals and tactics which will help optimize your time usage.
- Set a date for logging your time and analyzing the results again in four to six months.

Franklin Time Log

Start Time 8:00

Categories

Date 6-9-88

Entry Time	Meetings	Projects	Plant Visits	Planning	Telephone	Other
8:15				Daily Task list 13 A	Call to Plant 2 B	
8:40		Review X-10 RPT 15 B			Check on absents 5 B	Bill W. Inv. Ck. 5 A
8:55				Project Plan w/Sandy 10 B		Socialize w/Sandy 5 D
9:40	Safety Meeting 30 B		Inspect New Lathe 10 A			Break 5 B
10:15	Staff Meeting 5 C	Outline Test Gu. 30 B				
11:00	Staff Meeting 30 C		Talked w/H.B. 15 B			
11:35		Outline Test Gu. 25 B			Personnel Re: Roy B. 10 B	
12:00		Expense Report 10 C				Janice Call 15 C
12:45	Met w/Ron 15 B					Lunch 30 B
					Telephone survey 5 D	Jan B. Reunion 5 C
			Met w/Bob 20			
4:20					Taylor.	
4:45						
5:00	Staff Report 15 B					
5:15					Janice Call 5 C	Workspace Clear 10 B
Total	95	120	70	50	47	110
%	19%	24%	14%	10%	9.5%	22%
A/B	0 55	50 60	10 60	35 10	0 37	10 60
C/D	35 5	10 0	0 0	5 0	10 0	20 20

TIME LOG

Start Time_____

Categories

Date _____

[illegible]

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