



What Do You Do With Your Time?

“What do you do With Your Time?”



Hi,

My name is Michael Tipper and I am passionate about helping people like you create the time and the space to live life to the full.

The aim of this resource that you have downloaded from my site at www.MichaelTipper.com is to help you discover whether or not you have a time problem – it is as simple as that.

Time is a really funny old thing...sometimes it can fly by and hours seem like minutes and at other times just 60 seconds can seem like an eternity. Therefore our perception of it is somewhat skewed and so to really answer the question “What do you do with your time?” you have to look at the facts rather than make a subjective, in the moment assessment.

What you will get from the very simple activity I am about to recommend is absolute clarity on just how well you are using your time (or “not” as the case may be). The insights you will get from this have the potential to be life-changing.

So here is what you have to do and it is divided into 2 parts:



Part I – “So What Do You Do With Your Time?”

0700-0715	DEAFER!	FAMILY	1900-1915	DINNER (TV)	ALI
0715-0730	DAILY/COMMUTE		1915-1930	WATCH TV	ALI
0730-0745			1930-1945	WATCH TV	ALI
0745-0800	FLASHED UP PC		1945-2000	TEL CALL	DAD
0800-0815	CHATED ABOUT SIBET	MATT	2000-2015	TEL CALL	DAD
0815-0830	EMAILS		2015-2030	WATCH TV	ALI
0830-0845	EMAILS		2030-2045	WATCH TV	ALI
0845-0900	TELEPHONE CALL	SUZ-J	2045-2100	INTERNET	ALI
0900-0915	MEETING	TEAM	2100-2115	INTERNET	
0915-0930			2115-2130	INTERNET	
0930-0945			2130-2145		
0945-1000			2145-2200		
1000-1015	ACTIONS FROM ATE		2200-2215		
1015-1030	TELEPHONE CALL	SUZ-J	2215-2230	RED	
1030-1045	ACTIONS FROM ATE		2230-2245		
1045-1100	GENERAL CHAT	MATT	2245-2300		
1100-1115	WORKING ON		2300-2315		
1115-1130	SOFTWARE PROJECT		2315-2330		
1130-1145			2330-2345		
1145-1200	GENERAL CHAT	MATT	2345-2359		

On the following pages you will find a sophisticated time tracking tool (ok a table in a word document!) that will allow you to record what you are doing every 15 minutes and who you are doing it. Over the next 7 days, your task is to track just how you use your time.

My recommendation is that you set a repeating alarm on your phone to go off every 15 minutes.

OR just be aware of the passing of the hour and every 15 minutes make a quick note of exactly what you are doing at that time. To add to the quality of the data you are capturing, I am going to recommend you also make a note of who you might be doing that activity with – that information will come in useful later on.

- **Step 1** - print out this document and carry it around with you for the next 7 days
- **Step 2** - Every 15 minutes track what you do and record the activity.
- **Step 3** - Also make a note of who you are interacting with at that time
- **Step 4** - At the end of the 7 days follow the instructions on page 9 of this resource



Day 1 – Date..... Track what you are doing and with who every 15 minutes

Time	Activity	With Who?	Time	Activity	With Who?
0001-0015			1200-1215		
0015-0030			1215-1230		
0030-0045			1230-1245		
0045-0100			1245-1300		
0100-0115			1300-1315		
0115-0130			1315-1330		
0130-0145			1330-1345		
0145-0200			1345-1400		
0200-0215			1400-1415		
0215-0230			1415-1430		
0230-0245			1430-1445		
0245-0300			1445-1500		
0300-0315			1500-1515		
0315-0330			1515-1530		
0330-0345			1530-1545		
0345-0400			1545-1600		
0400-0415			1600-1615		
0415-0430			1615-1630		
0430-0445			1630-1645		
0445-0500			1645-1700		
0500-0515			1700-1715		
0515-0530			1715-1730		
0530-0545			1730-1745		
0545-0600			1745-1800		
0600-0615			1800-1815		
0615-0630			1815-1830		
0630-0645			1830-1845		
0645-0700			1845-1900		
0700-0715			1900-1915		
0715-0730			1915-1930		
0730-0745			1930-1945		
0745-0800			1945-2000		
0800-0815			2000-2015		
0815-0830			2015-2030		
0830-0845			2030-2045		
0845-0900			2045-2100		
0900-0915			2100-2115		
0915-0930			2115-2130		
0930-0945			2130-2145		
0945-1000			2145-2200		
1000-1015			2200-2215		
1015-1030			2215-2230		
1030-1045			2230-2245		
1045-1100			2245-2300		
1100-1115			2300-2315		
1115-1130			2315-2330		
1130-1145			2330-2345		
1145-1200			2345-2359		

Day 2 – Date..... Track what you are doing and with who every 15 minutes

Time	Activity	With Who?	Time	Activity	With Who?
0001-0015			1200-1215		
0015-0030			1215-1230		
0030-0045			1230-1245		
0045-0100			1245-1300		
0100-0115			1300-1315		
0115-0130			1315-1330		
0130-0145			1330-1345		
0145-0200			1345-1400		
0200-0215			1400-1415		
0215-0230			1415-1430		
0230-0245			1430-1445		
0245-0300			1445-1500		
0300-0315			1500-1515		
0315-0330			1515-1530		
0330-0345			1530-1545		
0345-0400			1545-1600		
0400-0415			1600-1615		
0415-0430			1615-1630		
0430-0445			1630-1645		
0445-0500			1645-1700		
0500-0515			1700-1715		
0515-0530			1715-1730		
0530-0545			1730-1745		
0545-0600			1745-1800		
0600-0615			1800-1815		
0615-0630			1815-1830		
0630-0645			1830-1845		
0645-0700			1845-1900		
0700-0715			1900-1915		
0715-0730			1915-1930		
0730-0745			1930-1945		
0745-0800			1945-2000		
0800-0815			2000-2015		
0815-0830			2015-2030		
0830-0845			2030-2045		
0845-0900			2045-2100		
0900-0915			2100-2115		
0915-0930			2115-2130		
0930-0945			2130-2145		
0945-1000			2145-2200		
1000-1015			2200-2215		
1015-1030			2215-2230		
1030-1045			2230-2245		
1045-1100			2245-2300		
1100-1115			2300-2315		
1115-1130			2315-2330		
1130-1145			2330-2345		
1145-1200			2345-2359		

Day 3 – Date..... Track what you are doing and with who every 15 minutes

Time	Activity	With Who?	Time	Activity	With Who?
0001-0015			1200-1215		
0015-0030			1215-1230		
0030-0045			1230-1245		
0045-0100			1245-1300		
0100-0115			1300-1315		
0115-0130			1315-1330		
0130-0145			1330-1345		
0145-0200			1345-1400		
0200-0215			1400-1415		
0215-0230			1415-1430		
0230-0245			1430-1445		
0245-0300			1445-1500		
0300-0315			1500-1515		
0315-0330			1515-1530		
0330-0345			1530-1545		
0345-0400			1545-1600		
0400-0415			1600-1615		
0415-0430			1615-1630		
0430-0445			1630-1645		
0445-0500			1645-1700		
0500-0515			1700-1715		
0515-0530			1715-1730		
0530-0545			1730-1745		
0545-0600			1745-1800		
0600-0615			1800-1815		
0615-0630			1815-1830		
0630-0645			1830-1845		
0645-0700			1845-1900		
0700-0715			1900-1915		
0715-0730			1915-1930		
0730-0745			1930-1945		
0745-0800			1945-2000		
0800-0815			2000-2015		
0815-0830			2015-2030		
0830-0845			2030-2045		
0845-0900			2045-2100		
0900-0915			2100-2115		
0915-0930			2115-2130		
0930-0945			2130-2145		
0945-1000			2145-2200		
1000-1015			2200-2215		
1015-1030			2215-2230		
1030-1045			2230-2245		
1045-1100			2245-2300		
1100-1115			2300-2315		
1115-1130			2315-2330		
1130-1145			2330-2345		
1145-1200			2345-2359		

Day 4 – Date..... Track what you are doing and with who every 15 minutes

Time	Activity	With Who?	Time	Activity	With Who?
0001-0015			1200-1215		
0015-0030			1215-1230		
0030-0045			1230-1245		
0045-0100			1245-1300		
0100-0115			1300-1315		
0115-0130			1315-1330		
0130-0145			1330-1345		
0145-0200			1345-1400		
0200-0215			1400-1415		
0215-0230			1415-1430		
0230-0245			1430-1445		
0245-0300			1445-1500		
0300-0315			1500-1515		
0315-0330			1515-1530		
0330-0345			1530-1545		
0345-0400			1545-1600		
0400-0415			1600-1615		
0415-0430			1615-1630		
0430-0445			1630-1645		
0445-0500			1645-1700		
0500-0515			1700-1715		
0515-0530			1715-1730		
0530-0545			1730-1745		
0545-0600			1745-1800		
0600-0615			1800-1815		
0615-0630			1815-1830		
0630-0645			1830-1845		
0645-0700			1845-1900		
0700-0715			1900-1915		
0715-0730			1915-1930		
0730-0745			1930-1945		
0745-0800			1945-2000		
0800-0815			2000-2015		
0815-0830			2015-2030		
0830-0845			2030-2045		
0845-0900			2045-2100		
0900-0915			2100-2115		
0915-0930			2115-2130		
0930-0945			2130-2145		
0945-1000			2145-2200		
1000-1015			2200-2215		
1015-1030			2215-2230		
1030-1045			2230-2245		
1045-1100			2245-2300		
1100-1115			2300-2315		
1115-1130			2315-2330		
1130-1145			2330-2345		
1145-1200			2345-2359		

Day 5 – Date..... Track what you are doing and with who every 15 minutes

Time	Activity	With Who?	Time	Activity	With Who?
0001-0015			1200-1215		
0015-0030			1215-1230		
0030-0045			1230-1245		
0045-0100			1245-1300		
0100-0115			1300-1315		
0115-0130			1315-1330		
0130-0145			1330-1345		
0145-0200			1345-1400		
0200-0215			1400-1415		
0215-0230			1415-1430		
0230-0245			1430-1445		
0245-0300			1445-1500		
0300-0315			1500-1515		
0315-0330			1515-1530		
0330-0345			1530-1545		
0345-0400			1545-1600		
0400-0415			1600-1615		
0415-0430			1615-1630		
0430-0445			1630-1645		
0445-0500			1645-1700		
0500-0515			1700-1715		
0515-0530			1715-1730		
0530-0545			1730-1745		
0545-0600			1745-1800		
0600-0615			1800-1815		
0615-0630			1815-1830		
0630-0645			1830-1845		
0645-0700			1845-1900		
0700-0715			1900-1915		
0715-0730			1915-1930		
0730-0745			1930-1945		
0745-0800			1945-2000		
0800-0815			2000-2015		
0815-0830			2015-2030		
0830-0845			2030-2045		
0845-0900			2045-2100		
0900-0915			2100-2115		
0915-0930			2115-2130		
0930-0945			2130-2145		
0945-1000			2145-2200		
1000-1015			2200-2215		
1015-1030			2215-2230		
1030-1045			2230-2245		
1045-1100			2245-2300		
1100-1115			2300-2315		
1115-1130			2315-2330		
1130-1145			2330-2345		
1145-1200			2345-2359		

Day 6 – Date..... Track what you are doing and with who every 15 minutes

Time	Activity	With Who?	Time	Activity	With Who?
0001-0015			1200-1215		
0015-0030			1215-1230		
0030-0045			1230-1245		
0045-0100			1245-1300		
0100-0115			1300-1315		
0115-0130			1315-1330		
0130-0145			1330-1345		
0145-0200			1345-1400		
0200-0215			1400-1415		
0215-0230			1415-1430		
0230-0245			1430-1445		
0245-0300			1445-1500		
0300-0315			1500-1515		
0315-0330			1515-1530		
0330-0345			1530-1545		
0345-0400			1545-1600		
0400-0415			1600-1615		
0415-0430			1615-1630		
0430-0445			1630-1645		
0445-0500			1645-1700		
0500-0515			1700-1715		
0515-0530			1715-1730		
0530-0545			1730-1745		
0545-0600			1745-1800		
0600-0615			1800-1815		
0615-0630			1815-1830		
0630-0645			1830-1845		
0645-0700			1845-1900		
0700-0715			1900-1915		
0715-0730			1915-1930		
0730-0745			1930-1945		
0745-0800			1945-2000		
0800-0815			2000-2015		
0815-0830			2015-2030		
0830-0845			2030-2045		
0845-0900			2045-2100		
0900-0915			2100-2115		
0915-0930			2115-2130		
0930-0945			2130-2145		
0945-1000			2145-2200		
1000-1015			2200-2215		
1015-1030			2215-2230		
1030-1045			2230-2245		
1045-1100			2245-2300		
1100-1115			2300-2315		
1115-1130			2315-2330		
1130-1145			2330-2345		
1145-1200			2345-2359		

Day 7 – Date..... Track what you are doing and with who every 15 minutes

Time	Activity	With Who?	Time	Activity	With Who?
0001-0015			1200-1215		
0015-0030			1215-1230		
0030-0045			1230-1245		
0045-0100			1245-1300		
0100-0115			1300-1315		
0115-0130			1315-1330		
0130-0145			1330-1345		
0145-0200			1345-1400		
0200-0215			1400-1415		
0215-0230			1415-1430		
0230-0245			1430-1445		
0245-0300			1445-1500		
0300-0315			1500-1515		
0315-0330			1515-1530		
0330-0345			1530-1545		
0345-0400			1545-1600		
0400-0415			1600-1615		
0415-0430			1615-1630		
0430-0445			1630-1645		
0445-0500			1645-1700		
0500-0515			1700-1715		
0515-0530			1715-1730		
0530-0545			1730-1745		
0545-0600			1745-1800		
0600-0615			1800-1815		
0615-0630			1815-1830		
0630-0645			1830-1845		
0645-0700			1845-1900		
0700-0715			1900-1915		
0715-0730			1915-1930		
0730-0745			1930-1945		
0745-0800			1945-2000		
0800-0815			2000-2015		
0815-0830			2015-2030		
0830-0845			2030-2045		
0845-0900			2045-2100		
0900-0915			2100-2115		
0915-0930			2115-2130		
0930-0945			2130-2145		
0945-1000			2145-2200		
1000-1015			2200-2215		
1015-1030			2215-2230		
1030-1045			2230-2245		
1045-1100			2245-2300		
1100-1115			2300-2315		
1115-1130			2315-2330		
1130-1145			2330-2345		
1145-1200			2345-2359		

Part II – Now Let’s Have A Look at the Results.....



So if you are reading this then you (should) have got 7 days’ worth of data for you to have a look at. You will have kept a record of exactly what you were doing every 15 minutes over the last week....or did you?

If we were to sit down together and look at the data you have collected I would ask you a series of questions to help you understand the implications of the data. Unfortunately we don’t have that luxury to go into great depth here, but I can ask you some basic questions to help you analyse what you see.

My aim here is not to tell you what is right and what is wrong. No, my aim is to help YOU discover how effectively YOU useYOUR time and have YOU realise for yourself whether YOU need to start making any changes.

So here is my first question to you:

If you had intended to but were not able to track your time over the last 7 days, what does that tell you?

This question has the potential to reveal far more than you might expect so write your answer in the space below

A large rectangular box containing ten horizontal dotted lines, intended for the user to write their answer to the question above.



In light of your experience of the last 7 days, consider these questions:

1. What do you see from the results?

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2. What have you learnt from the experience?

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3. What will you change as a result?

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“How Can I Help You?”

Here are the main ways I can help you:

1. If you need an engaging, entertaining and empowering speaker for a 45-60min session at an event on a topic that is both relevant and of high interest to professional audiences then I can help...let's talk - **call me** on +44(0)777 553 2612.
2. If you would like to find out more about improving your personal effectiveness and get more from your day then **send me an e mail** at himself@michaeltipper.com
3. If you would like to keep abreast of my latest thinking on personal effectiveness and professional productivity then connect with me in the following ways:



<http://www.facebook.com/MichaelRTipper>



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<http://www.linkedin.com/in/michaeltipper>