

TIME LOG

Date:		Thursday	
7:00am		1:00pm	
7:10am		1:10pm	
7:20am		1:20pm	
7:30am		1:30pm	
7:40am		1:40pm	
7:50am		1:50pm	
8:00am		2:00pm	
8:10am		2:10pm	
8:20am		2:20pm	
8:30am		2:30pm	
8:40am		2:40pm	
8:50am		2:50pm	
9:00am		3:00pm	
9:10am		3:10pm	
9:20am		3:20pm	
9:30am		3:30pm	
9:40am		3:40pm	
9:50am		3:50pm	
10:00am		4:00pm	
10:10am		4:10pm	
10:20am		4:20pm	
10:30am		4:30pm	
10:40am		4:40pm	
10:50am		4:50pm	
11:00am		5:00pm	
11:10am		5:10pm	
11:20am		5:20pm	
11:30am		5:30pm	
11:40am		5:40pm	
11:50am		5:50pm	
12:00pm		6:00pm	
12:10pm		6:10pm	
12:20pm		6:20pm	
12:30pm		6:30pm	
12:40pm		6:40pm	
12:50pm		6:50pm	
1:00pm		7:00pm	

Date:		Friday	
7:00am		1:00pm	
7:10am		1:10pm	
7:20am		1:20pm	
7:30am		1:30pm	
7:40am		1:40pm	
7:50am		1:50pm	
8:00am		2:00pm	
8:10am		2:10pm	
8:20am		2:20pm	
8:30am		2:30pm	
8:40am		2:40pm	
8:50am		2:50pm	
9:00am		3:00pm	
9:10am		3:10pm	
9:20am		3:20pm	
9:30am		3:30pm	
9:40am		3:40pm	
9:50am		3:50pm	
10:00am		4:00pm	
10:10am		4:10pm	
10:20am		4:20pm	
10:30am		4:30pm	
10:40am		4:40pm	
10:50am		4:50pm	
11:00am		5:00pm	
11:10am		5:10pm	
11:20am		5:20pm	
11:30am		5:30pm	
11:40am		5:40pm	
11:50am		5:50pm	
12:00pm		6:00pm	
12:10pm		6:10pm	
12:20pm		6:20pm	
12:30pm		6:30pm	
12:40pm		6:40pm	
12:50pm		6:50pm	
1:00pm		7:00pm	

Notes/Instructions
<ul style="list-style-type: none"> • Everyone - from the President of the United States to a homeless person to you - has the same 24 hour day in which to make choices about how they invest their time. • Use this time log to track how you ACTUALLY spend your minutes. • Do not treat as a diary. • Keep simple time records. Examples: - meeting with staff - did estimate - sales call - called John Smith - ate lunch - doctor appt • Set watch to remind you! • Log in 10 minute increments. • Track for at least one 5 day work week. • Once complete, review how you spent your time. • Better yet, have your FBI consultant assist you in reviewing how you invest your time - and areas where you might improve.



The Family Business Institute, Inc.

877-326-2493

www.familybusinessinstitute.com

Name: _____

Date:		Monday	
7:00am		1:00pm	
7:10am		1:10pm	
7:20am		1:20pm	
7:30am		1:30pm	
7:40am		1:40pm	
7:50am		1:50pm	
8:00am		2:00pm	
8:10am		2:10pm	
8:20am		2:20pm	
8:30am		2:30pm	
8:40am		2:40pm	
8:50am		2:50pm	
9:00am		3:00pm	
9:10am		3:10pm	
9:20am		3:20pm	
9:30am		3:30pm	
9:40am		3:40pm	
9:50am		3:50pm	
10:00am		4:00pm	
10:10am		4:10pm	
10:20am		4:20pm	
10:30am		4:30pm	
10:40am		4:40pm	
10:50am		4:50pm	
11:00am		5:00pm	
11:10am		5:10pm	
11:20am		5:20pm	
11:30am		5:30pm	
11:40am		5:40pm	
11:50am		5:50pm	
12:00pm		6:00pm	
12:10pm		6:10pm	
12:20pm		6:20pm	
12:30pm		6:30pm	
12:40pm		6:40pm	
12:50pm		6:50pm	
1:00pm		7:00pm	

Date:		Tuesday	
7:00am		1:00pm	
7:10am		1:10pm	
7:20am		1:20pm	
7:30am		1:30pm	
7:40am		1:40pm	
7:50am		1:50pm	
8:00am		2:00pm	
8:10am		2:10pm	
8:20am		2:20pm	
8:30am		2:30pm	
8:40am		2:40pm	
8:50am		2:50pm	
9:00am		3:00pm	
9:10am		3:10pm	
9:20am		3:20pm	
9:30am		3:30pm	
9:40am		3:40pm	
9:50am		3:50pm	
10:00am		4:00pm	
10:10am		4:10pm	
10:20am		4:20pm	
10:30am		4:30pm	
10:40am		4:40pm	
10:50am		4:50pm	
11:00am		5:00pm	
11:10am		5:10pm	
11:20am		5:20pm	
11:30am		5:30pm	
11:40am		5:40pm	
11:50am		5:50pm	
12:00pm		6:00pm	
12:10pm		6:10pm	
12:20pm		6:20pm	
12:30pm		6:30pm	
12:40pm		6:40pm	
12:50pm		6:50pm	
1:00pm		7:00pm	

Date:		Wednesday	
7:00am		1:00pm	
7:10am		1:10pm	
7:20am		1:20pm	
7:30am		1:30pm	
7:40am		1:40pm	
7:50am		1:50pm	
8:00am		2:00pm	
8:10am		2:10pm	
8:20am		2:20pm	
8:30am		2:30pm	
8:40am		2:40pm	
8:50am		2:50pm	
9:00am		3:00pm	
9:10am		3:10pm	
9:20am		3:20pm	
9:30am		3:30pm	
9:40am		3:40pm	
9:50am		3:50pm	
10:00am		4:00pm	
10:10am		4:10pm	
10:20am		4:20pm	
10:30am		4:30pm	
10:40am		4:40pm	
10:50am		4:50pm	
11:00am		5:00pm	
11:10am		5:10pm	
11:20am		5:20pm	
11:30am		5:30pm	
11:40am		5:40pm	
11:50am		5:50pm	
12:00pm		6:00pm	
12:10pm		6:10pm	
12:20pm		6:20pm	
12:30pm		6:30pm	
12:40pm		6:40pm	
12:50pm		6:50pm	
1:00pm		7:00pm	

