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TIME LOG

Notes/Instructions

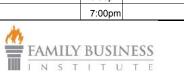
	 Everyone - from the President of the United States to a homeless person to you - has the same 24 hour day in which to make choices about how they invest their time. Use this time log to track how you ACTUALLY spend your minutes. Do not treat as a diary.
	 Keep simple time records. Examples: - meeting 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

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