

Time Analysis for Managers

Compare how you spent your time to your goals, so you can make changes in your business plan for next year. Take your daily planner for the last month. Analyze the amount of time you spent in these two categories of activities, business producing, and business supporting. Add the amount of time you spent in the last month in the categories below. If you're thinking of going into management: Project the amount of time you'll spend in each of these activities.

Business Producing: Recruiting, selecting, training, and coaching

Recruiting calls _____
Selection process (interviewing) _____
Training in sales production _____
(not business support/technical education)
Coaching in sales production _____
(not crisis management)
Leadership strategies to support _____
recruiting/training/coaching/leadership council, meetings

Business Supporting

Paperwork _____
Crisis management _____
Staff management _____
Manager's education and training _____
Management/other meetings _____
Planning and assessing plan progress _____

Comparison of time allotment and goal attainment

Your Job Description

Are your major goals and activity priorities reflected in how you spent your time?
If not, why not?

Write your job description as it appears from how you spent your time:

Write your job description based on your most important activities:

Create a new schedule that reflects your goals.

Excerpted from [*Leadership Mastery Coaching*](#), Carla Cross's one-on-one management development program

