

When people complete the time exercise below, they often find that they spend three to four times more time in unproductive hours than in productive hours. Only when other leadership skills are in place can an organization take full advantage of time management.

Time Exercise

Where do you spend your time each week?

How many hours per week do you spend in unproductive meetings?	
How many hours per week do you spend handling interdepartmental issues?	
How many hours per week do you spend dealing with low performers?	
How many hours per week do you spend handling customer complaints?	
How many hours per week do you spend handling tool and equipment issues?	
Total hours in one week:	

How many hours per week do you spend in productive meetings?	
How many hours per week do you spend on reward and recognition of staff?	
How many hours per week do you spend on development of staff?	
Total hours in one week:	