

# **Productivity Tracker For Entrepreneurs**



**Making the most of *every* hour of *every* day**

**By**

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# PRODUCTIVITY TRACKER INSTRUCTIONS

1. Write your name, the day of the week and the date in the spaces indicated.
2. Record your day in 15-minute segments. You may do one thing or more than one thing in each of the 15-minute segments. Just remember to check off all that you do.
3. Remember to record everything in the PRODUCTIVITY TRACKER as you do it. Waiting until the end of the day to record what you did that morning won't help as you are likely to forget things.
4. Put a checkmark in the appropriate block(s) every 15 minutes to indicate what you were doing and update the "Task Performed" column (see #6 below).
5. The activities are defined as follows:

Administrative Paperwork: Time utilized shuffling papers, locating documents, filling out forms, purchasing supplies or other items, etc.

Bookkeeping Tasks: Anything related to keeping your financial records in order, reviewing invoices, processing payments, paying bills, reconciling your checking accounts, etc.

Marketing Activities: Activities related to growing and marketing your business such as working on a sales letter, finishing an informational product, billable time, etc.

Client Relations: Setting up appointments, customer relations, etc.

Phone/Emails: Answering the phone for anything other than a scheduled call, reading/responding to emails throughout the day.

Waiting/Interruptions: Waiting for a scheduled appointment that didn't start on time, walk-in visitors, instant messaging interruptions, etc.

Miscellaneous: Coffee breaks, bathroom breaks, anything not listed above.

6. The "Task Performed" column should list a 1-2 word description of what you worked on so that when you review your log at the end of the day, it will refresh your memory.
7. At the end of the day, add up the checkmarks for each column, total them and then determine the percentage of time you spent on each activity.

Do the above for a week and, at the end, you will have a pretty good idea of where you spend your time and which tasks you would be better off delegating to a virtual assistant.

