

PERSONAL PRODUCTIVITY ANALYSIS WORKSHEET

Date:

HOURS																	COMMENTS		
AM 7																			
8																			
9																			
10																			
11																			
Noon 12																			
PM 1																			
2																			
3																			
4																			
5																			
6																			
Approx. Total Minutes																			
Approx. Total Hours																			

Record time use at least every hour. Draw vertical line through time blocks occupied by a particular activity.
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