

WHAT TAKES UP YOUR TIME?

List 10 time wasting things that take a lot of your time during an average week. Try to estimate how many hours per week you would spend on these.

TASK	AVE. HOURS PER WEEK
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Total Hours -

EXAMPLES

Filtering emails, Setting appointments, Booking Travel, Formatting Documents, Creating Graphics, Researching, Lead Mining, Posting in Social Media, Video Editing.



MORE TIME
MORE MONEY