

CHASING THE RIGHT RABBIT:

How to Boost
Productivity and
Achieve Your Most
Important Goals

**SAMPLE: TIME STUDY
WORKSHEETS**

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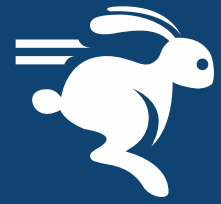


“If you
chase
two
rabbits,
you will
catch
neither.”

Russian proverb



INDIVIDUAL WORKSHEET: TIME STUDY



NOTE: This worksheet has multiple pages. When using as a fillable pdf, SAVE YOUR CHANGES.

Use these worksheets to log your activities over the next several days. Do this for at least one work week to get a sense of how you are currently spending your time.

DO NOT RELY ON YOUR CALENDAR for this time study. Your calendar entries and meeting schedule may or may not give you the high resolution needed for this exercise to be helpful.

As you record your daily activities, ask yourself:

- 1 In terms of your top professional goals, what priority would you give each activity?*



- 2 Did the activity have to be done when you did it? Could you have **DELAYED** it for another time, **DELEGATED** it to someone else, or **DROPPED** it altogether?

Crises and critical deadlines:	DEAL WITH IT
Planning, professional development & relationships:	DIRECT ENERGY & FOCUS TO IT
Less important meetings/interruptions:	DELAY OR DELEGATE IT
Fun but trivial activities :	DROP IT

*Covey, S. R., & Covey, S. (2020). *The 7 habits of highly effective people*. Simon & Schuster.



INDIVIDUAL WORKSHEET: TIME STUDY continued



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After completing your time study, answer the following:

3 On average, about how much of your day is spent on:

Crises & fighting fires:	Important projects for self & organization:	Unimportant tasks, interruptions & meetings:	Pointless busywork, time wasters:
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4 What does this time-study reveal about how you are using time?

5 What is the opportunity cost of the way you currently spend your time? What important tasks are left undone?



Want to learn more?



Pamela Coburn-Litvak, PhD ACC HLC

Pamela Coburn-Litvak is a neuroscientist, author, speaker, and ICF-certified executive coach. Drawing on 25 years of research and teaching the effects of stress on mental health, Pam helps leaders and executives manage their work stress in terms of time and priorities management, communication, conflict resolution, employee engagement, and change management.

Pam works in multiple industries and holds specialty certification in healthcare leadership. Her coaching, training, and advising programs help organizations prevent burnout and promote a culture of well-being.

Learn more about Pam's services at:



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