

Task Review

How much of your time is dollar productive? Have a think back to earlier today – what did you spend most of your time on?

Activity	Category	Time Spent (1=1 minute)	Dollar-productive task? (Y/N)
<i>Website scoping session</i>	<i>Internal meeting</i>	<i>60</i>	<i>Y</i>
<i>Responding to emails</i>	<i>Non-revenue generating admin</i>	<i>35</i>	<i>N</i>

*Categories include: Generating Revenue, admin to generate revenue, non-revenue generating admin, internal meetings, non-revenue generating meetings, other

How much of your time was spent on dollar productive tasks?

_____ minutes being Dollar Productive

_____ minutes being Non-Dollar Productive