DAILY ASSESSMENT TRACKER

For Assessing Time Management observations after 3P implementation

Question Yourself	Area	Outcome
What did you get done?		
What did you *NOT* get done that you were supposed to?		
What distracted you?		
What helped you work faster?		
Which tasks needed more time than you blocked?		
Which tasks needed less time than you blocked?		
Are you trying to do too many things?		
Is anything taking longer than it's worth?		
Are there any tasks that would be better done at different times of day than you did them today?		
What kind of shortcuts could you use and where can you find them?		
Can you delegate anything?		
What changes do you need to make?		