

SELF EVALUATION: WHERE YOUR TIME GOES

S. No.	Activity How many hours do you spend in	No. of hours a day	Multiply	No. of days a week	Total hours per week
1	Commuting to and from office				
2	Cafeteria/canteen				
3	Taking printout/Xerox/FAX				
4	Internal coordination with peers				
5	Preparing for a meeting				
6	Official visits to customers place				
7	Arranging for business trips				
8	Waiting for business visitors				
9	Attending phone calls				
10	Attending to E-mails				
11	Visiting project sites				
12	Preparing policies				
13	Evaluating project performance				
14	Interactions with subordinates				
15	Attending to vendor requirements				
16	Other activities				