## **SELF EVALUATION: WHERE YOUR TIME GOES**

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	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
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	1		Tiours a day			
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	2					
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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	6	Official visits to customers place				
9 Attending phone calls 10 Attending to E-mails 11 Visiting project sites 12 Preparing policies 13 Evaluating project performance 14 Interactions with subordinates	7	Arranging for business trips				
10 Attending to E-mails  11 Visiting project sites  12 Preparing policies  13 Evaluating project performance  14 Interactions with subordinates	8	Waiting for business visitors				
11 Visiting project sites  12 Preparing policies  13 Evaluating project performance  14 Interactions with subordinates	9	Attending phone calls				
12 Preparing policies  13 Evaluating project performance  14 Interactions with subordinates	10	Attending to E-mails				
13 Evaluating project performance 14 Interactions with subordinates	11	Visiting project sites				
14 Interactions with subordinates	12	Preparing policies				
	13	Evaluating project performance				
15 Attending to vendor requirements	14	Interactions with subordinates				
	15	Attending to vendor requirements				
16 Other activities	16	Other activities				1