

Pre-Assignment

Before the workshop, choose three consecutive days that are average for you. Try to include one day at home and two at work. Track each minute of each of the three days. On the fourth day, categorize your activities and add up the time for each category.

Some categories that we have found useful include:

- Searching for information
- Dealing with e-mail
- Attending meetings (including travel time)
- Commuting
- Unannounced visitors
- Miscellaneous disruptions (be sure to include details of each)

Once your master list is done, identify your three least productive areas. If there are any other areas that you want to work on during the workshop, add these to your list.