

Weekly Time Study Analysis

Insert hours below in each category and monitor the totals.

	I. Important-Urgent	II. Important-NonUrgent	III. NonImportant-Urgent	IV. NonImportant-NonUrgent
Required				
Work				
Travel				
Sleep				
Work prep				
Childcare				

Total in column

Flexible Time = III Total + IV Total

Elective				
TV				
Leisure				
Reading				
Significant Other				
Extended Family				

Total in column

Flexible Time = III Total + IV Total