FUNCTIONAL TIME-USE ANALYSIS WORKSHEET

Name:	Day/Date:
Position:	Dept:

Instructions: Place several copies of this form on a clipboard and leave it easily accessible throughout the workday. Each time you begin a new task, write it down. Note the starting time and completion time to arrive at the total time taken to perform each task. Using this form consistently over a period of a week or month, will reveal the many different types of tasks performed on a routine basis, as well as point out common problem areas that may be overcome by more methodical task planning and allocation processes.

TASK DESCRIPTION	START TIME	FINISH TIME	TOTAL TIME

Page _____ of _____   © 1999, Knowledge Institute