

## Where does the time go?

**Directions:** Put the amount of time you spend in each of these activities as you go through the next seven days. Use decimals to indicate parts of an hour. If something you do is not indicated by one of these categories, add your own at the bottom. Make sure each day adds up to 24 hours!

Category	Day 1 Actual Time Used	Day 2 Actual Time Used	Day 3 Actual Time Used	Day 4 Actual Time Used	Day 5 Actual Time Used	Day 6 Actual Time Used	Day 7 Actual Time Used
Sleeping/Resting							
Dressing/Hygiene							
Meal Prep/Eating							
Travel/Commute							
Conferences/Lectures							
Writing/ Research							
Clinical Work							
Teaching							
Phone calls/Emails (work)							
Phone calls/Emails (personal)							
Relaxation							
Exercise							
Caregiving children or adult loved one							
Chores/Errands							
Time with friends/family							
Hobbies							
Surfing the Internet/FB							
Watching TV							
Community Service							
Spiritual Practice							
Other							
Other							

## Time Management Matrix Technique for Physicians

**Directions:** Feel free to use the article “Recapturing Time: A Practical Approach to Time Management for Physicians” as a reference to assist in completing your matrix below. (Link: [http://www.bumc.bu.edu/facdev-medicine/files/2013/07/Borkan\\_Gordon\\_Time-Management-Postgrad-Med-J\\_2014.pdf](http://www.bumc.bu.edu/facdev-medicine/files/2013/07/Borkan_Gordon_Time-Management-Postgrad-Med-J_2014.pdf)).

<b>1: URGENT &amp; IMPORTANT – <u>DO FIRST</u></b>	<b>2: LESS URGENT, YET IMPORTANT – <u>SCHEDULE / PLAN</u></b>
<b>3: URGENT &amp; LESS IMPORTANT – <u>CONTAIN / DELEGATE</u></b>	<b>4: NOT URGENT &amp; LESS IMPORTANT – <u>AVOID / MINIMIZE</u></b>

