The Personal Productivity Upgrade™
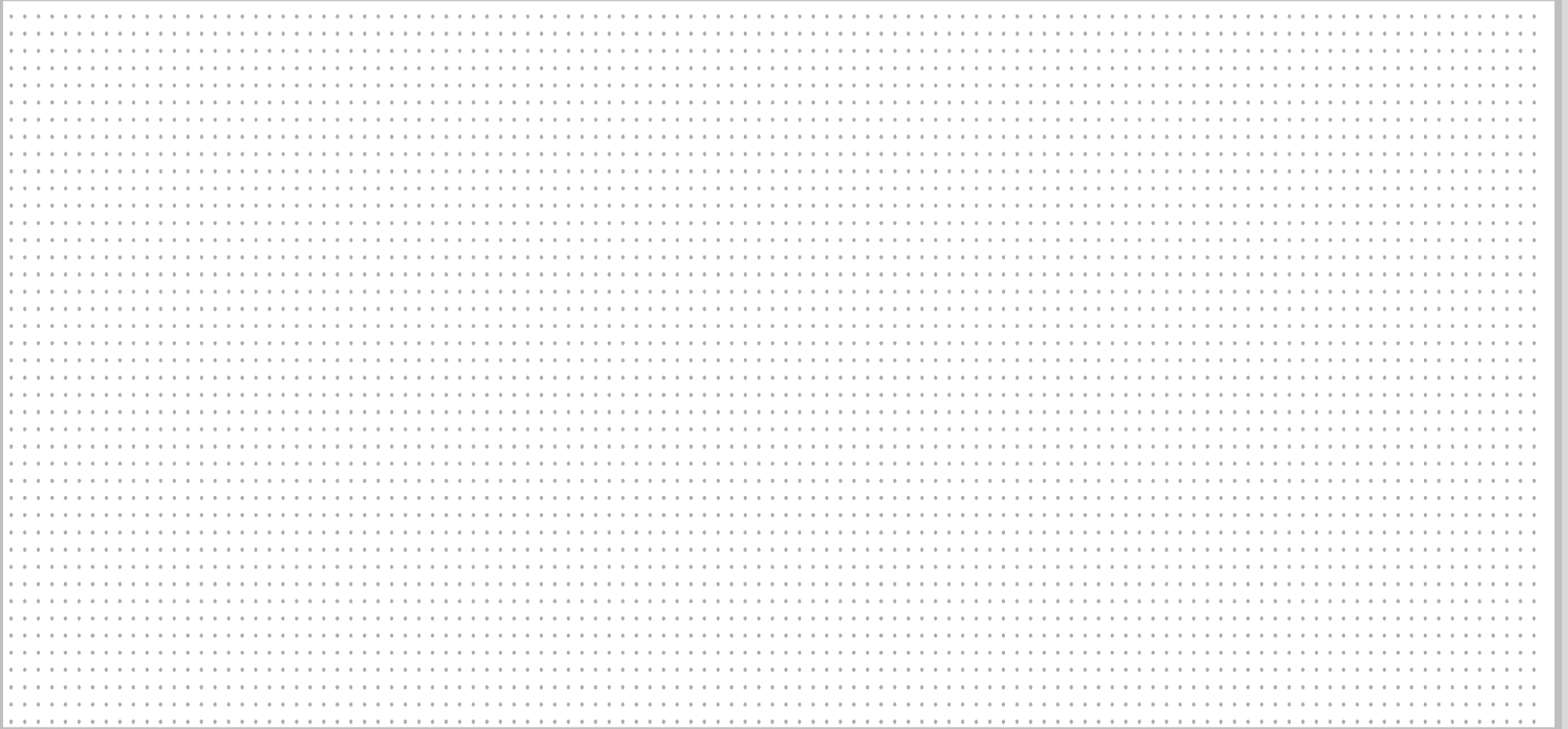
5 Key Principles...

1. Understand Importance...

2. Evaluate The Opportunity Cost...

3. Choose Priorities…

4. Stop Rather Than Start…

5. Create Leverage…
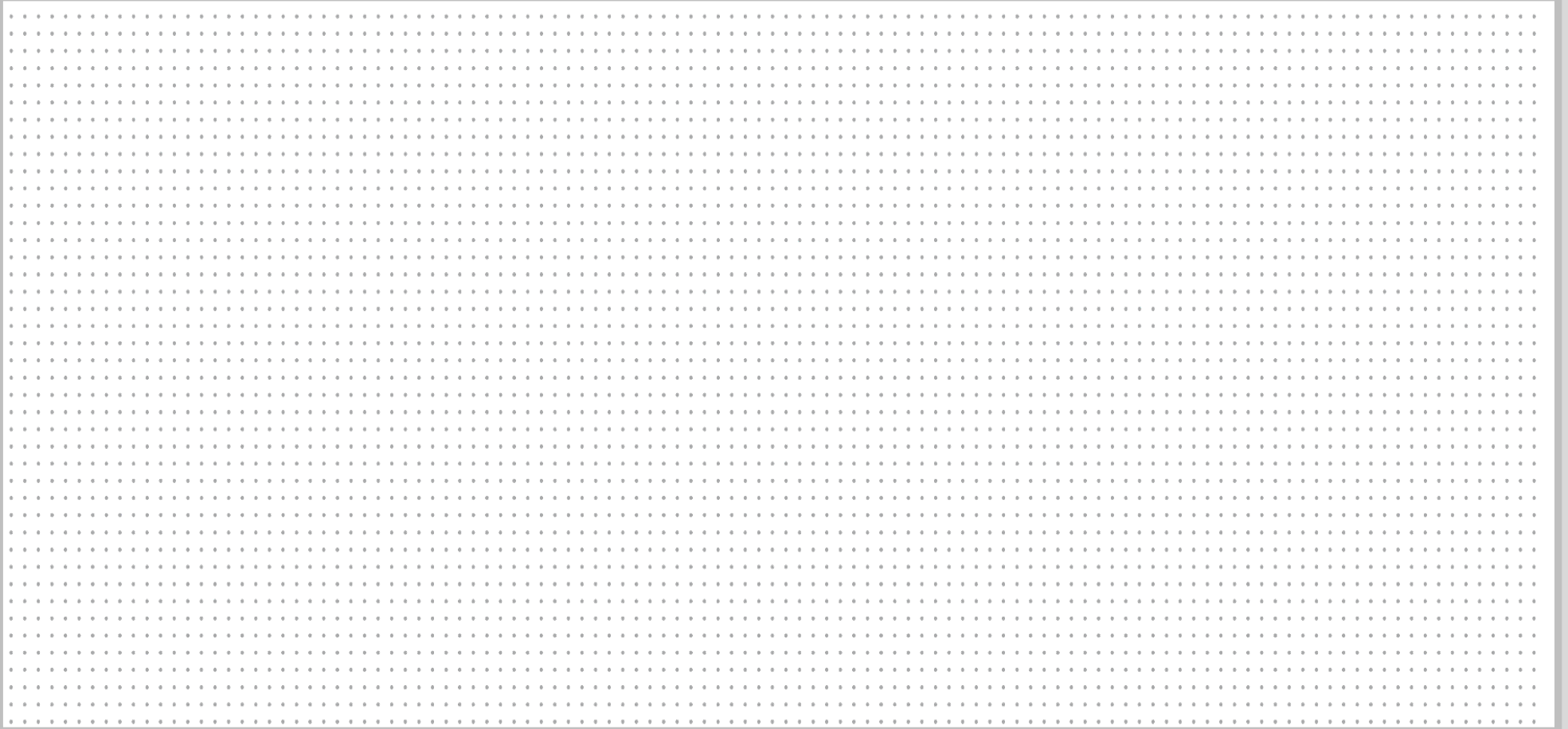
Personal Productivity Cycle
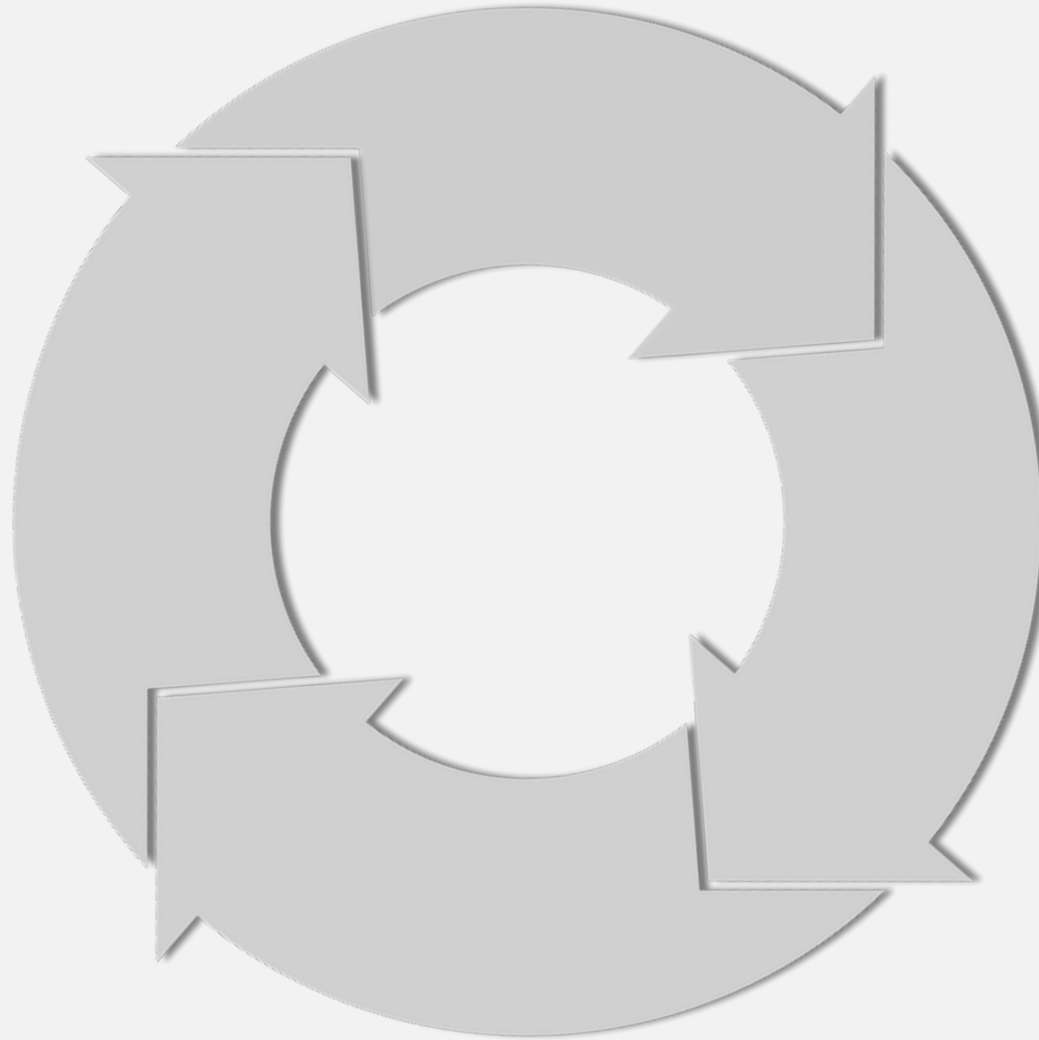
Time Productivity Analysis

PROFITABLE
TRADIE.

Name:

Date	Activity	Start	Finish	Total Time	Category

Time Productivity Analysis Example

Time Productivity Analysis

PROFITABLE **TRADIE.**

Name: John Smith

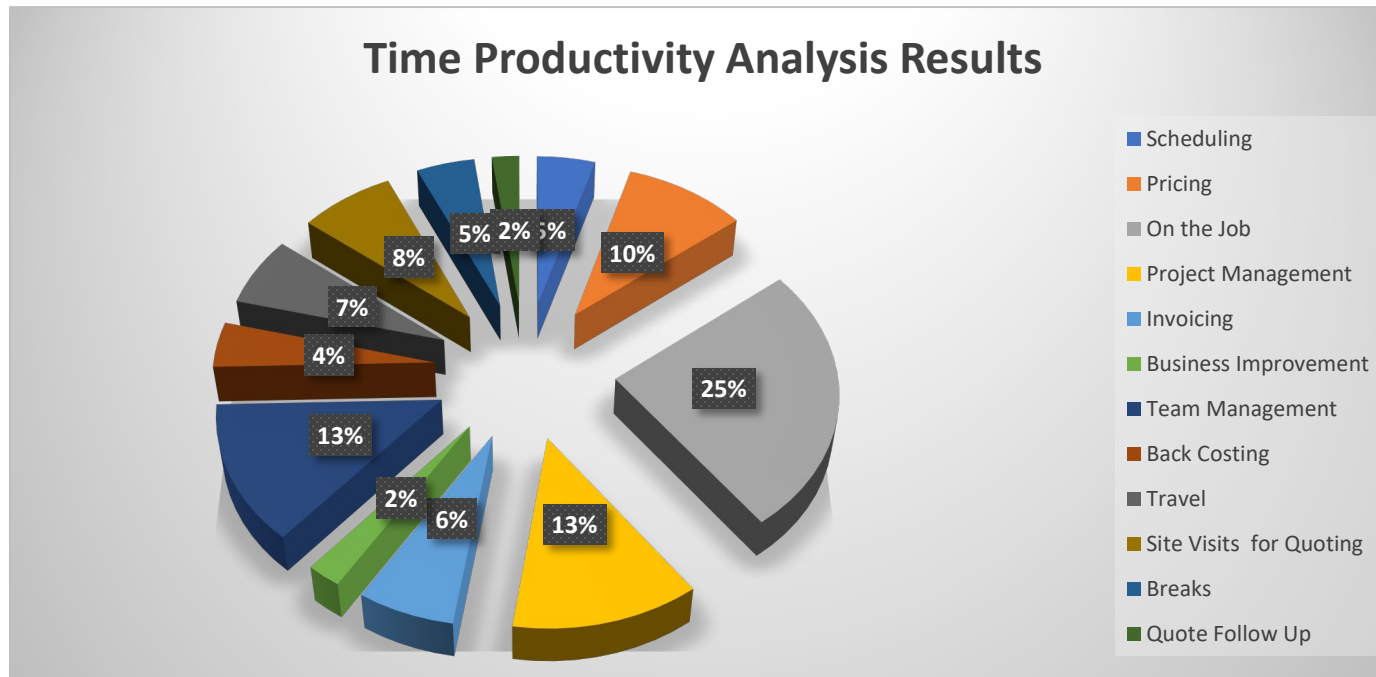| Date	Activity	Start	Finish	Total Time	Category
2/9	Check jobs schedule	645	700	15	Scheduling
	Tool Box Meeting	700	745	45	Team Management
	Organise Hoteam	745	800	15	Scheduling
	Phone - Harris Job	800	815	15	Project Management
	Invoicing	815	930	75	Invoicing
	Pricing	930	1200	150	Pricing
	Lunch	1200	1230	30	Break
	Travel	1230	1250	20	Travel
	Onsite - Masters	1250	300	130	On-the-job
	Travel	300	315	15	Travel
	Phone - Various Jobs	315	350	35	Project Management
	Meet with Jane	350	420	30	Team Management
	Back Costing jobs	420	530	70	Back Costing

Time Productivity Analysis Results

Step 1: Add results from Time Productivity Analysis. Enter date in column A. Enter task categories in row 3. Enter the time in minutes

Category	Scheduling	Pricing	On the Job	Project Management	Invoicing	Business Improvement	Team Management	Back Costing	Travel	Site Visits for Quoting	Breaks	Quote Follow Up	Total
Date													
2-Sep	30	150	130	50	75	0	75	70	35	0	30	0	645
3-Sep	30	150	130	50	75	0	75	70	35	0	30	0	645
4-Sep	30	0	280	50	0	75	75	0	35	70	30	0	645
5-Sep	30	0	280	125	0	0	75	0	35	0	30	70	645
6-Sep	30	15	0	130	60	0	130	0	75	175	30	0	645

	Scheduling	Pricing	On the Job	Project Management	Invoicing	Business Improvement	Team Management	Back Costing	Travel	Site Visits for Quoting	Breaks	Quote Follow Up	Total
Average Minutes	30	63	164	81	42	15	86	28	43	49	30	14	645
Average Hours	0.50	1.05	2.73	1.35	0.70	0.25	1.43	0.47	0.72	0.82	0.50	0.23	10.75
% per category	5%	10%	25%	13%	7%	2%	13%	4%	7%	8%	5%	2%	100%

Step 2: Pie Chart Showing Results

Time Productivity Analysis Results

- Scheduling
- Pricing
- On the Job
- Project Management
- Invoicing
- Business Improvement
- Team Management
- Back Costing
- Travel
- Site Visits for Quoting
- Breaks
- Quote Follow Up

The Skill – Interest Matrix

Default Diary

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6.00am							
7.00							
8.00							
9.00							
10.00							
11.00							
12.00pm							
1.00							
2.00							
3.00							
4.00							
5.00							
6.00							

Default Diary Example

Default Diary – Business Owner

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6.00am	Breathing Exercise / Meditation	Breathing Exercise / Meditation	Breathing Exercise / Meditation	Breathing Exercise / Meditation	Breathing Exercise / Meditation		
	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
7.00	Drive to work	Drive to work	Drive to work	Drive to work	Drive to work		
8.00	Team Meeting	Admin (Check accounts receivable, invoices, Wages, timesheets, etc)	BNI	Take Kids To School	Admin (Check accounts receivable, invoices, Wages, timesheets, etc)		
	On Site Quoting						
9.00			On site with Team	Business Development			
		In Office Pricing			Follow up Quotes		
10.00							
11.00							
12.00pm	Lunch	Lunch	Lunch with Rachel	Lunch	Lunch		
	Business Development	Gym		Gym	"The 20" with key staff		
1.00			In Office Pricing				
		On Site Quoting		On Site Customer Meetings			
2.00					Review week, organise next week and tidy up		
3.00					Early finish and Pick kids up from school		
4.00							
5.00	Review day and plan for tomorrow	Review day and plan for tomorrow	Review day and plan for tomorrow	Review day and plan for tomorrow	Family Time		
	Family Time	Family Time	Family Time	Family Time			
6.00							