

Module 7 v Activity 5 v ORGANIZATIONAL SKILLS

Analyzing Activities

Because you don't seem to be getting as much accomplished as you would like, you decide to analyze your activities for one day. You kept a record of your job routine and personal activities in 15-minute segments. Following is a summary of what you accomplished during the day:

- 9:00 Housekeeping chores (watered plants, straightened desk, made coffee).
- 9:15 Checked in with Mr. Bohlman; checked tickler file; checked calendar; made a trip to supply cabinet for printer paper.
- 9:30 Transcribed correspondence dictated yesterday; received two telephone calls.
- 9:45 Introduced to new employee and chatted for a few minutes; made one call for Mr. Bohlman; received one incoming call.
- 10:00 Continued transcribing.
- 10:15 Coffee break.
- 10:30 Coffee break.
- 10:45 Made two calls for Mr. Bohlman; took two incoming calls; made one personal call.
- 11:00 Proofread a report typed yesterday afternoon; received two incoming calls.
- 11:15 Retyped two pages of the report; made one call for Mr. Bohlman.
- 11:30 Continued transcribing; received two incoming calls.
- 11:45 Chatted with a visitor in to see Mr. Bohlman (He was on the telephone.).
- 12:00 Lunch (ate in a busy restaurant and didn't return to the office until 1:15).
- 1:15 Duplicated report typed yesterday; collated report; distributed report.
- 1:30 Made one call for Mr. Bohlman, took two incoming calls.
- 1:45 Typed filing labels; received one incoming call.
- 2:00 Trip to supply cabinet for new labels; chatted with co-worker.
- 2:15 Made two calls for Mr. Bohlman and one personal call.
- 2:30 Performed recordkeeping duties.
- 2:45 Continued recordkeeping; received three calls.
- 3:00 Continued transcribing tape from yesterday.
- 3:15 Coffee break.
- 3:30 Filing.
- 3:45 Transcribed tape; received one incoming call; made one call for Mr. Bohlman.
- 4:00 Trip to supply cabinet for stationery and envelopes; chatted with co-worker.
- 4:15 Session with Mr. Bohlman.
- 4:30 Made corrections on report edited by Mr. Bohlman today.
- 4:45 Filing; made two personal calls; housekeeping duties.
- 5:00 Went home.

Analyze the activities for the day and suggest some areas in which you might save time.