

Instructions on the use of this time analysis sheet:

Number of hours and fractions thereof for each activity are entered at the end of each day. The column totals give the day totals. At the right are the totals for each activity and total activity. This is also shown as a percent of total activity. Then are shown the accumulated times both in hours and percent of total hours. Finally, as a comparison, figure, are percentages of a 40 hour week. (If you work less, you might want to erase this column). The analysis is extended to cover more weeks as follows: Always keep one blank week ahead. Before starting to enter data for that week, use the copy command to make another blank copy. Then change the dates on the new copy. Also adjust the number of weeks divided by in obtaining the averages. Do the same with the absolute cells in the percentage column. The sheet becomes more usable if the left column is made fixed with the titles command. Of course the names of activities and person should be changed to match the situation.

ACS Time Analysis		Week of	10/10	to	10/16
for					
George Warren		Hours / day			
Activity		Wed	Thur	Fri	Sat
-		-	-	-	
ACS 355 Microcomp. II		0.01			
Research activities					
Micro laboratory					
Departmental tasks					
ACS 391 Directed Project					
Profesional development					
Mic. course coordination					
Curriculum Committee					
-		-	-	-	
Total time		0.01	0	0	0
=		=	=	=	
ACS Time Analysis		Week of	10/17	to	10/23
for					
George Warren		Hours / day			
Activity		Wed	Thur	Fri	Sat

-	-	-	-	-	
ACS 355 Microcomp. II					
Research activities					
Micro laboratory					
Departmental tasks					
ACS 391 Directed Project					
Profesional development					
Mic. course coordination					
Curriculum Committee					
-	-	-	-	-	
Total time		0	0	0	0
=	=	=	=	=	

				Acum.		Acum.	
				This	Total	Avg.No.	Avg.%
Sun	Mon	Tue		week	No.hrs.	hr./wk.	total
-	-	--		-	-	-	
				0.01	0.01	0.01	100%
				0	0	0	0%
				0	0	0	0%
				0	0	0	0%
				0	0	0	0%
				0	0	0	0%
				0	0	0	0%
-	-	--		-	-	-	
0	0	0		0.01	0.01	0.01	100%
=	=	==		=	=	=	
				Tot.no.wk		2	

			Acum.		Acum.	
			This	Total	Avg.No.	Avg.%
Sun	Mon	Tue	week	No.hrs.	hr./wk.	total

-	-	-	--	-	-	-	
				0	0.01	0.005	100%
				0	0	0	0%
				0	0	0	0%
				0	0	0	0%
				0	0	0	0%
				0	0	0	0%
				0	0	0	0%
-	-	-	--	-	-	-	
	0	0	0	0	0.01	0.005	100%
=	=	=	==	=	=	=	

Acum.

Avg.% of
40 hr wk

-

0%
0%
0%
0%
0%
0%
0%
0%
0%

-

0%

=

Acum.

Avg.% of
40 hr wk

-

0%

0%

0%

0%

0%

0%

0%

0%

-

0%

=