

# IT'S **YOUR** BUSINESS

**183 Essential  
Tips that Will  
Transform  
Your Small  
Business**



Host of  msnbc's **YOUR BUSINESS**

# JJ RAMBERG

with **Lisa Everson & Frank Silverstein**



**TIP #176*****Manage your time with a task time log***

Let's face it, one of the most common complaints we hear from entrepreneurs is, "I don't have time..."

So how *do* you find time?

Paul Karofsky, founder and CEO of Palm Beach Gardens, Florida-based Transition Consulting Group, says, "It's not about time but about priority. When we say we don't have enough time to perform a certain task, what we're really saying is that other tasks took precedence or were more enjoyable to do."

Paul says there's an old tool called a "task time log," which is often poorly understood, but can literally free up your schedule. It's a simple log sheet that breaks down the day into fifteen-minute intervals. Take a week or so and fill out the log with the tasks you performed and how much satisfaction you got out of completing them (personal and professional). This will clearly spell out for you how you spend your time, and it'll likely be eye-opening.

You can then look for the least-enjoyable and least-important tasks to see how many of those can be delegated. You can use the chart below:

Time	Task Performed	Importance (High, Med, Low)	Are you good at this task (yes, somewhat, no)	How enjoyable (very, somewhat, not)
7:00 AM				
7:15 AM				
7:30 AM				
7:45 AM				
6:00 PM				

(Continued)