

MANAGEMENT TIME PRODUCTIVITY REPORT

List, in order of hours spent per week from most to least, the top 10 activities, tasks and assignments.

These would include meetings, admin work, staff development and mentorship, inventory etc...

Use a payroll/inventory week as the baseline, as those hours spent will be a surplus during non inventory weeks.

Manager Name: Position/Title:

Activity (top 10 in order of hours spent per week)	Hours Spent	Payroll/Inventory Specify? Y/N