

Business Baseline Worksheet

Instructions

For **at least one week** you need to track everything you work on for your business and the amount of time you spend on each task. If there are tasks that you often perform but will not be performing them during the tracking period, note it and estimate your time.

Break out your tasks into specific categories. You do not need to track the time you spent on the phone with Joe, different than the time you spent on the phone with Ann. Instead track the time you spend on the phone with clients, separate from phone time spend on prospects, separate from vendor calls, etc.

There are 4 methods to track your time based on what is easiest for you.

Regardless of how you track your time, you need to submit at least 1 full week of your time tracking to Jenna (jennaw@jennawaites.com).

Method 1: Track in Excel

Download the Excel Business Baseline Worksheet by [CLICKING HERE](#). Complete document and email back.

Method 2: Track in Word

Download the Word Business Baseline Worksheet by [CLICKING HERE](#). Complete document and email back.

Method 3: Print and handwrite in. This will need to be scanned and emailed back.

Print out the worksheet on [following pages](#)

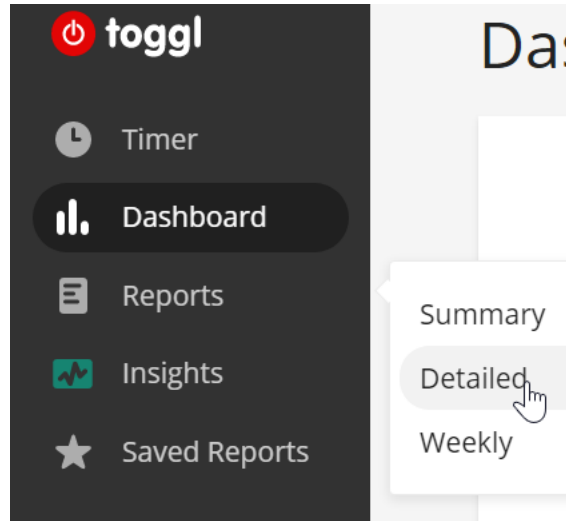
Method 4: Tack Online

My preference is [Toggl.com](https://toggl.com) (free). Toggle can be used in your browser, on your desktop, or mobile phone (or all three). Follow the steps on the [next page](#) to export your results.

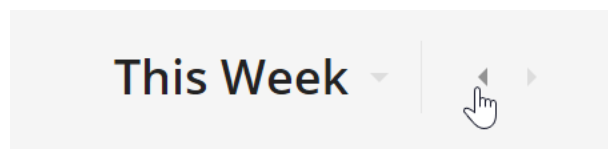
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Toggl Report Exporting

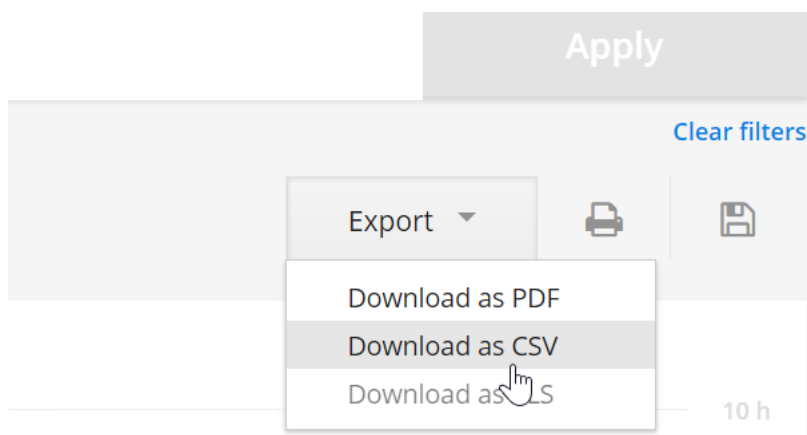
1. Log into your account at Toggl.com
2. Scroll over “Dashboard” in the left side menu and click on the Detailed option that appears to it’s right.



3. In the upper left corner, select the week in which you tracked your time



4. Click on the Export button in the upper right side of the screen and Click “Download as CSV” to download on your computer (make sure you remember where you save it).



Business Baseline Worksheet

Printable Business Baseline Worksheet Instructions

1. Print the tracker on the next page.
2. Keep this tracker beside you throughout the day EVERY day for a week.
3. Note time, or start timer, for each new task you start.
** I use [Toggl](https://toggl.com/) for this. It has web based, desktop and mobile apps. <https://toggl.com/>
4. After finishing a task, prior to moving on to the next task, note in your worksheet the task and time spent on it.
5. If you go back to a task during the day, add in the new time spent on that task.
6. After you have entered all your time for the week rank each task from 1 to 5 on how much you enjoy doing it. 5 indicating that you love it; one of your favorite things to do.
7. Then rank each task from 1 to 5 based on importance to the business. 5 indicating that if changed will the biggest impact on your business.

Business Baseline Worksheet

Sample

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Enjoyment	Importance
Task Name	Time Spent	Time Spent	Time Spent	Time Spent	Time Spent	Time Spent	Time Spent	Time Spent	1-5 (5 = LOVE IT)	1-5 (5 = IMPORTANT)
Marketing	60		182		278		15	8.9		
Lead follow up	302			216				8.6		
Email	251	105	85	150	207			13.3		
Vendor Relations			210					3.5		
Sales		336				291		10.5		
Content Creation							90	1.5		
Fulfillment		120						2.0		
Training				60				1.0		
Client Onboarding			45		75			2.0		
Client Follow Up		15		72				1.5		
Customer Service	47				78			2.1		
								Total:	54.8	

** Time Tracked in Minutes and converted to hours for the Total