



MEETING TIME WORKSHEET

Use the calendar below to discover how much time you really spend in meetings. Fill each day in with the total time you spent in meetings. Refer to your day planner or month minder. Include all the meetings you participate in, including church, neighborhood and political groups. Add up the total across each week and write the amount in the circle. Add the week totals to discover how much time you spent in meetings last month.

Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	totals
							○
							+ ○
							+ ○
							+ ○
							+ ○
							= ○
							Monthly total → ○

How much of this time was positive and productive? 0% 25% 50% 75% 100%

How much time did you spend preparing for all these meetings?

If you're not getting a high enough return on your meeting time investment, visit www.positiveproductivemeetings.com to learn how to transform your meetings.