

Daily Activities

Data Collector Sheet

1

Place this sheet on your desk (or carry it with you if you're on the road) and make a brief note of what you're doing throughout the day.

Next, make a note of **the purpose** (e.g. family, sales, connecting, administrative, marketing, planning, creating content).

Then ascribe a **fun factor** (1=I'd rather stab myself with a pretzel in the eye, 10=BOOM!).

Now look at what resources you use for this activity (e.g. car, equipment, internet, computer).

Assess how brain-intensive that activity is (1=rote work, 10=deep creative work).

There are lots of ways we can dig into this data, and it can ultimately help us work out areas we might like to outsource, areas we might need more resources, areas that we might be doing something for the wrong reason, and areas we might want to drop because they're making life really un-fun.

DAY >>	M T W Th F Sa S					
Time	Activity	Purpose	Fun? /10	Resources	Intensive /10	
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