

Where does the time go?

Thinking critically about how you spend your time

Have you ever felt like the week slipped away from you? Have you ever closed your laptop on a Friday afternoon and wondered “what did I get done this week?” The purpose of this exercise is to provide perspective on how you spend your time and more importantly, how you *should* be spending your time.

Make a list of your responsibilities and the percent of time you should be spending in each area

Helpful places to better understand role responsibilities

- *Company career framework or job level criteria page*
- *Company jobs page*
- *Team charter*
- *Team roadmap*

Task/Responsibility	Time Allocation (%)
Total	100%

Make a list of where you spend your time on an average week

Helpful places to look

- *Your calendar*
- *Slack/Teams messages*
- *Emails*
- *Github*

Area	Hours spent
Total	40

Does where you should be spending your time line up with where you are spending your time?

What can you do to make more space for yourself?

Where do you need to be involved? What can your team do?
