

## Time Spent Worksheet

Use this page to estimate how much time you spend in each area of your job.  
Transfer the final numbers to the corresponding **Performance Analysis Worksheets** under the **Tasks Performed**.

			Current Time Spent 0-100%			12 Month Objective 0-100%		
			You	Manager	Final	You	Manager	Final
13014B	Administrative Services Manager	1.						
19999D	Customer Service and Service Establishment Managers	2.						
21117	Budget Analysts	3.						
21308A	Purchasing Agents and Contract Specialists	4.						
21511C	Employee Relations Specialists	5.						
21511D	Employee Training Specialists	6.						
21511E	Personnel Recruiters	7.						
21905	Management Analysts	8.						
21999F	Meeting and Convention Planners	9.						
21999C	Executive Secretaries and Administrative Assistants	10.						
<b>TOTAL</b>			<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>