

# TIME WASTERS/ WASTAGE ANALYSIS

## TIME RECORD AND ANALYSIS SHEET

| TIME  | WHAT | ANALYSIS |   |   | TIME  | WHAT | ANALYSIS |   |   |
|-------|------|----------|---|---|-------|------|----------|---|---|
|       |      | 1        | 2 | 3 |       |      | 1        | 2 | 3 |
| 5:00  |      |          |   |   | 2:00  |      |          |   |   |
| 5:30  |      |          |   |   | 2:30  |      |          |   |   |
| 6:00  |      |          |   |   | 3:00  |      |          |   |   |
| 6:30  |      |          |   |   | 3:30  |      |          |   |   |
| 7:00  |      |          |   |   | 4:00  |      |          |   |   |
| 7:30  |      |          |   |   | 4:30  |      |          |   |   |
| 8:00  |      |          |   |   | 5:00  |      |          |   |   |
| 8:30  |      |          |   |   | 5:30  |      |          |   |   |
| 9:00  |      |          |   |   | 6:00  |      |          |   |   |
| 9:00  |      |          |   |   | 6:30  |      |          |   |   |
| 10:00 |      |          |   |   | 7:00  |      |          |   |   |
| 10:00 |      |          |   |   | 7:30  |      |          |   |   |
| 11:00 |      |          |   |   | 8:00  |      |          |   |   |
| 11:30 |      |          |   |   | 8:30  |      |          |   |   |
| 12:00 |      |          |   |   | 9:00  |      |          |   |   |
| 12:30 |      |          |   |   | 9:30  |      |          |   |   |
| 1:00  |      |          |   |   | 10:00 |      |          |   |   |
| 1:30  |      |          |   |   | 10:30 |      |          |   |   |

A1: You did the right thing at the right time .

A2: You did the right thing but at the wrong time.

A3: You did the wrong thing (something that did not have to be done)

A:1 آپ نے صحیح چیز کی صحیح وقت پر۔

A:2 آپ نے صحیح چیز کی مگر غلط وقت پر۔

A:3 آپ نے غلط چیز کی ایسی چیز جس کو بالکل کرنا ہی نہ تھا۔