

TIME MANAGEMENT – COSTING TIME

Name:

Date : Time :

Location :

Determine Earnings (monthly)

1	Salary	
2	Benefits	
3	Bonus	
4	Office Space	
5	Equipment & Facilities	
6	Administrative Support	
7	Other	
	TOTAL (per month)	
	TOTAL (per annum)	

Determine Business Expenses (monthly)

1	Salary	
2	Office Space	
3	Equipment & Facilities	
4	Expenses	
5	Administrative Support	
6	Other	
7	Other	
	TOTAL (per month)	
	TOTAL (per annum)	

Notes :

- › Approximately 200 productive work days per year
- › 200 x 7½ hours per day = 1,500 work hours per year

$$\begin{aligned}
 & \text{Annual Total} & = & \text{R } \\
 & \div 200 & = & \text{R } \text{ per day} \\
 & \div \dots\dots\dots \text{ hours / day} & = & \text{R } \text{ per hour}
 \end{aligned}$$

Value per day	R
Value per hour	R