Being Better Than Busy
Quality of work is not *just about* the quantity of hours worked.

With so many distractions and demands upon our time, it’s easy to let busyness rule our days.

However, work that has meaning to us and impact to others often doesn’t come from time spent being busy.
The following template is designed to help you reflect on:
► How much time you spend working
► What you define as quality work
► How much of your working time you spend on quality work.

You can use the insights of this in a few works:
► To reflect on how you’re spending your time
► To reflect on what you define as quality work vs. your manager/peers/stakeholders

► To inform job-crafting discussions to increase your impact

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tues</th>
<th>Weds</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Hours Worked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My High Quality Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Hours of Quality Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Learn more

Watch
How Burnout Makes Us Less Creative, Rahaf Harfoush

Read
Do Pause: You Are Not a To Do List, Robert Poynton

Listen
Beyond Busy Podcast, Graham Allcott