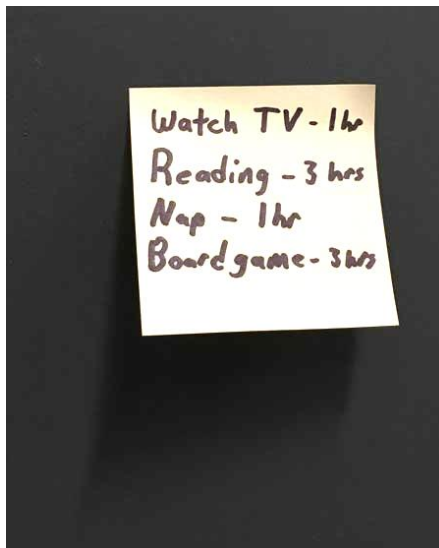




House Tracking Sheet

Room Tracking Directions:

To start, gather a bunch of pens and some post-it notes. Go around to each of your rooms in your house or apartment and close every door. Put a post-it note on the door and a pen on top of the door frame of each door. Now when you go into a room, mark down what you are going into that room for and estimate how long it will take. On your front door (or your main door) put a post it note on it and write things down that you leave your house to do with time estimates. Do this for a week.



What this will do is create a comprehensive list of what you actually do in your home, not just what you think you do in your home. You can even re-purpose this exercise for your work space. Take all the post-it notes and combined them into the list below.

Thing You Did

Time Spent

Sq/Ft Needed