Two-week coordination time log

Log every piece of coordination work for two weeks, with the file it belongs to. Rough five-minute blocks are fine. Task codes: **S** status email or call · **C** chasing documents or signatures · **D** data entry or re-typing · **K** checking the deadline calendar · **O** other.

Name: _____ Dates: _____ to _____

Date	File / address	Task code	What it was	Minutes

Print as many copies of this page as you need for the two weeks.

1. Hours by task

Task	Total minutes	Hours	Share of total
S · Status emails and calls			
C · Chasing documents and signatures			
D · Data entry and re-typing			
K · Checking the deadline calendar			
O · Other			
Total			100%

2. Near misses

Go back through the last few months of closed files. Count every deadline that needed an extension, a rushed signature, or a same-day scramble.

Near misses: _____ Files reviewed: _____

3. Data typed more than once

Where do the same contract dates and names live? List every place:

_____

4. Who holds the file?

If one person were out for a week, which files would stall?

_____

5. What the hours are worth

- ☐ Coordination hours per two weeks: _____ × 26 = _____ hours a year
- ☐ Value of one hour if it went to revenue work instead (your own estimate): _____
- ☐ Compare the result with written quotes from coordinators and with what an in-house hire would cost.

Your figures are your own estimates. The point is an honest comparison, not a precise number.

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