

Estimated Percentage of Time

How do you estimate the percentage of time spent performing a task? **The following chart will assist you in estimating time percentages on either a daily, weekly, monthly or annual basis.**

| Percentage | Day (7 hrs/day) | Week (5 days/week) | Month (22 days/mo.) | Year (12 mos./yr.) |
|------------|-----------------|--------------------|---------------------|--------------------|
| 5% | 30 minutes | 1 ½ hours | 1 day | 2 ½ weeks |
| 10% | 45 minutes | 3 ½ hours | 2 days | 5 weeks |
| 15% | 1 hour | 5 hours | 3 days | 2 months |
| 20% | 1 hour 20 min. | 1 day | 4 days | 2 ½ months |
| 25% | 1 hour 45 min. | 1 ¼ days | 5 ½ days | 3 months |

Time spent for any task should account for at **least 5% of total time**, unless it is a critical part of the position (e.g. negotiating a purchase agreement every three years) If the time spent for any one responsibility **exceeds 25%**, consider splitting the task statement into two or more statements. **The total of all percentages should account for at least 80% to 90% of the position's time and should not exceed 100%.**