

TIME STUDY – JOB ANALYSIS

DATE \_\_\_\_\_ EMPLOYEE \_\_\_\_\_

7:30A-8A	
8A-8:30A	
8:30A-9A	
9A-9:30A	
9:30A-10A	
10A-10:30A	
10:30A-11A	
11A-11:30A	
11:30A-12A	
12A-12:30P	
12:30P-1P	
1P-1:30P	
1:30P-2P	
2P-2:30P	
2:30P-3P	
3P-3:30P	
3:30P-4P	
4P-4:30P	
4:30P-5P	
5P-5:30P	

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11A-11:30A	
11:30A-12A	
12A-12:30P	
12:30P-1P	
1P-1:30P	
1:30P-2P	
2P-2:30P	
2:30P-3P	
3P-3:30P	
3:30P-4P	
4P-4:30P	
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5P-5:30P	

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1:30P-2P	
2P-2:30P	
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1:30P-2P	
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1:30P-2P	
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2:30P-3P	
3P-3:30P	
3:30P-4P	
4P-4:30P	
4:30P-5P	
5P-5:30P	

JOB TASK LIST

- |  |   |
|--|---|
| <ol style="list-style-type: none"><li>1. Answer telephone</li><li>2. Refer call in customer to other employee</li><li>3. Take water payment</li><li>4. Lunch / Break</li></ol> | <ol style="list-style-type: none"><li>5. Refer walk in customer to other employee</li><li>6. Personal telephone call</li><li>7. Work on project _____</li><li>8. Issue permit _____</li></ol> |
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