

Tracking Time Spent On Tasks

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It's an age old story for any business - you have more work to do than you have time for, and you have to prioritize and budget that time to make the most of it. We know you're using Farmbrite's Tasks and Schedule features to help with this - [creating tasks](#), [assigning them to your farm workers](#), and [filling your schedule with important appointments and events](#). But did you know that you can record the hours and minutes spent on each task to help you better keep track of that time spent? You can also report on that task time, helping you budget your time better and find ways to more efficiently use it.

Every task has the ability to track the time spent. You'll likely update this after the task is complete, or maybe as your work progresses on a task with a checklist. To track the time spent, open your task to update it, and then find the field for Hours Spent. You can supply the number of hours here, including decimal points to track partial hours (2.5 hours, 1.25 hours, etc.)

The screenshot shows the Farmbrite interface with the 'Tasks' section selected in the left sidebar. The main area displays a list of tasks with columns for Task, Associated To, Due, Priority, Status, and Assignee. A 'New Task' button is visible at the top left of the task list.

Task	Associated To	Due	Priority	Status	Assignee
Farm Truck Maintenance <small>Let's get the old farm truck tuned up</small>	1987 Chevrolet K2500 Silverado Chevrolet Pick Up Truck <small>Equipment</small>	Dec. 20, 2021	Medium	To Do	Chris
Feed Pepper Plants	Peppers (Hot), Inferno <small>Crop</small>	Dec. 21, 2021	Low	To Do	Reed
Administer Medication	Bison 03 <small>Animal</small>	Dec. 22, 2021		To Do	Greg
Move to Field B <small>Use the south gate for access Location Tagged</small>	Bison 01 <small>Animal</small>	Dec. 23, 2021	Medium	To Do	Chris
Second round of vaccine	Bison 03 <small>Animal</small>	Dec. 25, 2021		To Do	Adriana

Once the hours spent have been recorded, you'll be able to report on them to get a better look at the time your different tasks take, and how your time is being used. You can run the Task Completed Report to get this information. You'll find that report by navigating to Reports in your left menu, and then looking under the Schedule and Tasks section on the right. The hours spent on each task are shown to the right of the report. Note that you can also add the Hours Spent to your [custom reports](#) as well.

The screenshot shows the Farmbrite interface with the 'Calendar' view selected. The calendar displays tasks as colored blocks on a grid for the week of Dec 19 - 25, 2021. Two tasks are visible: 'Farm Truck Maintenance' on Monday, Dec 20, and 'Chainsaw Maintenance' on Wednesday, Dec 22.

	Sun 12/19	Mon 12/20	Tue 12/21	Wed 12/22	Thu 12/23	Fri 12/24	Sat 12/25
all-day							
7am							
8am							
9am		9:00 a - 5:00 p Chris: Task Due: Farm Truck Maintenance		8:45 a - 1:00 p Dennis: Task Due: Chainsaw Maintenance			
10am							
11am							
12pm							
1pm							

Be aware that you change the date range at the top of the report to find tasks that were completed within a specific time period. Also, if you want to get even more detailed with this, know that you can export this report to a spreadsheet to sort it, run formulas, and really dig into your data.

The screenshot shows the Farmbrite interface with the Reports section selected. A search bar and date range filters (From 12/1/2021 to 12/31/2021) are visible. The table below lists various tasks and the time spent on them.

Name	Assignee	Associated To	Due Date	Completed By	Completed On	Priority	Hours Spent
Start Pepper Seeds	Chris	Peppers (Hot), Inferno Crop	Mar. 01, 2022 12:00 am			3	1.50
Farm Truck Maintenance	Chris	1987 Chevrolet K2500 Silverado Chevrolet...	Dec. 20, 2021 05:00 pm			3	4.50
Second round of vaccine	Adriana	Bison 03 Animal	Dec. 25, 2021 12:00 am	Chris			1.00
Move to Field B	Chris	Bison 01 Animal	Dec. 23, 2021 12:00 am			3	2.25
Administer Medication	Greg	Bison 03 Animal	Dec. 22, 2021 04:00 pm				1.50
Feed Pepper Plants	Reed	Peppers (Hot), Inferno Crop	Dec. 21, 2021 12:00 am			2	3.00
Chainsaw Maintenance	Dennis	Stihl MS 270 Stihl Chainsaw Equipment	Dec. 22, 2021 01:00 pm			3	5.25
Clean the stables	Dennis	Donkey 01 - American Mammoth Jackstoc...	Dec. 06, 2021 12:45 am	Chris		5	4.75
Move Bison 03 to Field B	Stephanie	Bison 03 Animal	Dec. 21, 2021 12:00 am	Chris			1.50

Displaying all 9 entries

This might help you make comparisons for repeating tasks - maybe you find that a certain farm worker is particularly skilled at a task and completes it faster than others, and therefore should always be assigned that task. Looks like Chris' quick work around the horse stalls just earned him a stable job for life! *Get it, a stable job? You get it.*

Let us know if you have any questions about tracking your hours spent on tasks; we're glad to help you!