**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11704&utm_source=integrated-content&utm_campaign=/content/time-study-templates&utm_medium=Printable+Process+Time+Study+doc+11704&lpa=Printable+Process+Time+Study+doc+11704)PRINTABLE PROCESS TIME STUDY TEMPLATE**

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| **PROCESS NAME** |  |
| **OBSERVER** |  |
| **DATE** |  |

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| **PROCESS STEPS** | **WORK COMPONENT** | **OBSERVED TIMES** | | | | | | | | | | **WORK COMPONENT TIME** | **NOTES** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
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| **TOTAL – TIME FOR 1 CYCLE** | |  |  |  |  |  |  |  |  |  |  |  |  |

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