

always well within

TIME TRACKING LOG

Hi There!

Welcome to your time tracking adventure. The purpose of tracking your time is to discover how you're currently using your time. You'll find out where you excel *and* where you need to tweak. Here are a few suggested guidelines:

1. **Let this be a playful adventure.** If you feel nervous, that's okay too. Some people are afraid of what they might find out when they time track. Just acknowledge your fear and keep going. Decide to be gentle with yourself whatever you discover. Remember, you can change and the time log will give you the data to make that happen
2. **Track your time for 7 days if possible.** If that feels overwhelming, start with 3 days or even 1 day. You can track just your work time or you can track your full 24-hour days.
3. **Create 5-7 broad categories** to help you understand how you spend your time. These categories will be individual to you and what you would like to discover when you time track. For example, you could track "work" as a single category to understand the total amount of time you spend working. Or you could track different aspects of your work to see how much time each activity takes.
4. **Review.** At the end of each day or the beginning of the following day, review your activities for the day. Use the last page of the time log to group your activities into your categories and then tally the amount of time spent in each area.

Wishing you a fruitful adventure.

Warmly,
Sandra Pawula

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DAYTIME	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00 am							
5:30 am							
6:00 am							
6:30 am							
7:00 am							
7:30 am							
8:00 am							
8:30 am							
9:00 am							
9:30 am							
10:00 am							
10:30 am							
11:00 am							
11:30 am							
Noon							
12:30 pm							
1:00 pm							
1:30 pm							
2:00 pm							
2:30 pm							
3:00 pm							
3:30 pm							
4:00 pm							
4:30 pm							
5:00 pm							
5:30 pm							

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EVENING	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 pm							
6:30 pm							
7:00 pm							
7:30 pm							
8:00 pm							
8:30 pm							
9:00 pm							
9:30 pm							
10:00 pm							
10:30 pm							
11:00 pm							
11:30 pm							
Midnight							
12:30 am							
1:00 am							
1:30 am							
2:00 am							
2:30 am							
3:00 am							
3:30 am							
4:00 am							
4:30 am							

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Categories

Calculate the time spent for each of your main categories each day using this chart. Choose 5-7 categories and place them in the left column. There's room for 12 if you have more. Then place the total amount of time you spent on each category per day.

Examples of categories: Work, Health & Fitness, Family & Friends, Rest & Relaxation, Gardening, Journaling, Writing, and so on. Make the categories relevant to you. You can break down any single category like work into several different parts like: phone calls, meetings, planning, execution, etc.

Your Categories	Monday #time	Tuesday #time	Wed #time	Thursday #time	Friday #time	Saturday #time	Sunday #time

Personal Notes & Insights (Use the reverse side to continue.)
