

Track Your Time

Every half hour, write down whatever you are doing. Set a timer on your phone as a reminder.

8:00 _____

8:30 _____

9:00 _____

9:30 _____

10:00 _____

10:30 _____

11:00 _____

11:30 _____

12:00 _____

12:30 _____

1:00 _____

1:30 _____

2:00 _____

2:30 _____

3:00 _____

3:30 _____

4:00 _____

4:30 _____

5:00 _____

5:30 _____

6:00 _____

6:30 _____

Track Your Time

7:00 _____

7:30 _____

8:00 _____

8:30 _____

9:00 _____

9:30 _____

10:00 _____

Reflection:

- Are there things that I spend too much time on?

- Is there something that I need to spend more time on?

- Do I need to eliminate anything in my day?

Find inspiration for creating your daily schedule [here](#).