

## TIME LOG

Instructions: List each activity you do for two weeks to find out where your time goes. Enter the date, a brief description of the activity, the time you began and ended it, and a ranking for its importance. Rank an activity from 5 to 1, with 5 for activities critical to your success and 1 for activities that contribute little to your success. Keep your log for at least two weeks. At the end of the two weeks analyse the log to see where your time goes and develop strategies for streamlining activities, eliminating time wasters and becoming more productive.

Date	Activity	Time started/Ended	Rank


### Time log Evaluation

- How satisfied are you with your day?
- How much time did you spend on the most important activities?
- How much time did you spend on less important activities?
- Was your day balanced?
- Did you take action on your most important goals?

### Example – Time Log

Date	Activity	Time started/Ended	Rank
9/2	Up/shower/breakfast	5.30 am/5.45 am	N/A
	Commute	5.45 am/6.45 am	N/A
	Breakfast meeting with clients	6.45 am/7.30 am	4
	Travel to office	7.30 am/8.00 am	N/A
	Returned emails	8.00 am/8.35 am	3
	Retrieved voicemails	8.35 am/8.45 am	3
	Returned voicemails	8.45 am/9.25 am	3
	Began writing ABC Proposal	9.25 am/10.20 am	4
	Answered telephone call	10.20 am/10.25 am	2
	Amazon Delivery & query	10.25 am/10.40 am	2
	Continued writing ABC Proposal	10.40 am/12.05 pm	4
	Lunch	12.05 pm/1.15 pm	N/A
	Returned emails	1.15 pm/1.35 pm	3
	Retrieved voicemails	1.35 pm/1.45 pm	3
	Returned voicemails	1.45 pm/2.25 pm	3
	Meeting on new marketing project	2.30 pm/4.45 pm	4
	Returned emails	4.50pm/5.00 pm	3
	Social Media	5.00 pm/5.10 pm	3
	Returned voicemails	5.10 pm/5.35 pm	3
	Commute	5.45 pm/7.15 pm	N/A
	Exercise	7.15 pm/8.00 pm	4
	Dinner/family time	8.00 pm/9.30 pm	5
	Netflix	9.30 pm/10.45 pm	3
	Time log evaluation	10.45 pm/11.00 pm	N/A
	Bed	11.00 pm	N/A

### Time log Evaluation

- How satisfied are you with your day? *Moderately*
- How much time did you spend on the most important activities? (those you rated 4s or 5s)? *7.5 hours*
- How much time did you spend on less important activities? *4.75 hours*
- Was your day balanced? *Pretty much*
- Did you take action on your most important goals? *Yes*