



Where does my Time Go?

Time Log

How to find your lost Minutes

1. First, record your activities in half-hour increments for an entire day.
2. Later, determine whether each Activity was priority 1, 2, 3, or 4 See chart below.
3. Finally. Decide which activities deserve more of your time (Priority, 1 & 2) and which deserve Less (Priority 3 & 4).
4. Make plans to spend more of Your time tomorrow on Priority 1& 2 activities

Urgent Important 1.	Not Urgent Important 2
Urgent Not Important 3	Not Urgent Not Important 4

Results

Activities that deserve more time:
Activities that deserve less time:
Plan for tomorrow:

Time	Activity	Priority
5:00 am		
5:30 am		
6:00 am		
6:30 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		
12:00 pm		
12:30 pm		
1:00 pm		
1:30 pm		
2:00 pm		
2:30 pm		
3:00 pm		
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3:00 am		