



# 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.

<b>Urgent Important 1</b>	<b>Not Urgent Important 2</b>
<b>Urgent Not Important 3</b>	<b>Not Urgent Not Important 4</b>

## Results

<p><b>Activities that deserve more time:</b></p>
<p><b>Activities that deserve less time:</b></p>
<p><b>Plan for tomorrow:</b></p>

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		
3:30 pm		
4:00 pm		
4:30 pm		
5:00 pm		
5:30 pm		
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		
12:00 am		
12:30 am		
1:00 am		
1:30 am		
2:00 am		
2:30 am		
3:00 am		