

Daily Time Grid

An Assessment to Track

What You're REALLY Doing All Day!



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There is no question that we all have the EXACT same 24 hours in a day. However, many busy people would beg to differ because they can't seem to get anything done! So, why can others manage to accomplish all of their goals in a day and still seem to have twelve hours left to spare? It's because they are productive and effective with their time.

Being busy does NOT equal being productive!!!

Actually, if you're busy doing the wrong things, you're heading down the path of burnout and exhaustion! The first step in understanding how to be more productive and effectively manage your time is by identifying exactly HOW you're spending your time in the first place! You're likely spending way too much time on frivolous things and not enough time on things that matter towards your sanity and personal goals!

For the next 7 days, use this time grid to log everything you do in a day. From the moment you wake up, begin writing down EVERYTHING you're doing until the moment you go to sleep. That means keep a watch handy! And YES! It WILL be very tedious and annoying! But more importantly, at the end of one week, it'll be very enlightening! This is the first step in shifting your self-discipline to become more productive with your time.

You may notice patterns of where you tend to waste time or patterns of where you're most productive. You may notice that you get nothing done before noon everyday or nothing done on Wednesdays. You may find that you spend more or less time than you think on certain areas. Use this log to identify your specific areas of improvement, and be honest with yourself! Be careful NOT to adjust your behavior just to avoid writing it down. Adjustments only come after you've identified and acknowledged your weak and strong areas. This log will help you identify Time Wasters versus Time Producers.

Time Wasters = Activities that waste an excessive amount of time causing you to be busy but unproductive.

Time Producers = Activities that you perform effectively and result in "more" time for yourself.

**If you do not hold traditional employment or you have flexibility with your work tasks, then please be honest with yourself here. As in, if you're supposed to be working but spent 1 hour laughing at funny pictures, then log it as such. No one has to see this but you!

Example:

Date: Monday 1/1/2020

AM

PM

12:00	Can't sleep (television and Facebook)	12:00	
12:15		12:15	
12:30		12:30	Facebook
12:45		12:45	
1:00		13:00 / 1:00	Meeting
1:15		13:15	
1:30		13:30	
1:45		13:45	
2:00	Sleep (not restful)	14:00 / 2:00	
2:15		14:15	
2:30		14:30	Work (Strategic planning, client calls)
2:45		14:45	
3:00		15:00 / 3:00	
3:15		15:15	
3:30		15:30	
3:45		15:45	
4:00		16:00 / 4:00	
4:15		16:15	
4:30		16:30	Pick up kids from parents' house
4:45		16:45	
5:00		17:00 / 5:00	
5:15		17:15	
5:30		17:30	Laundry (didn't finish)
5:45		17:45	Clean living room
6:00		18:00 / 6:00	Facebook games
6:15		18:15	
6:30		18:30	
6:45		18:45	
7:00	Social media in bed	19:00 / 7:00	
7:15		19:15	Cook dinner
7:30		19:30	
7:45	Showered	19:45	Eat dinner
8:00		20:00 / 8:00	
8:15	Got dressed, brushed hair	20:15	
8:30	Commute to work	20:30	Get the kids bathed and in bed
8:45		20:45	
9:00	Work** (Emails, client calls, filing)	21:00 / 9:00	
9:15		21:15	
9:30		21:30	
9:45		21:45	
10:00		22:00 / 10:00	Clean living room some more
10:15		22:15	Laundry
10:30		22:30	
10:45		22:45	
11:00		23:00 / 11:00	
11:15		23:15	
11:30		23:30	
11:45	Ate lunch	23:45	Facebook

DAY 1

Date: _____

AM

PM

12:00		12:00	
12:15		12:15	
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1:15		13:15	
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2:15		14:15	
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3:00		15:00 / 3:00	
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7:00		19:00 / 7:00	
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7:45		19:45	
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AM

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7:00		19:00 / 7:00	
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8:00		20:00 / 8:00	
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AM

PM

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10:30		22:30	
10:45		22:45	
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10:45		22:45	
11:00		23:00 / 11:00	
11:15		23:15	
11:30		23:30	
11:45		23:45	

DAY 5

Date: _____

AM

PM

12:00		12:00	
12:15		12:15	
12:30		12:30	
12:45		12:45	
1:00		13:00 / 1:00	
1:15		13:15	
1:30		13:30	
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2:00		14:00 / 2:00	
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11:45		23:45	

DAY 6

Date: _____

AM

PM

12:00		12:00	
12:15		12:15	
12:30		12:30	
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AM

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11:00		23:00 / 11:00	
11:15		23:15	
11:30		23:30	
11:45		23:45	

Daily Time Grid

An Assessment to Track

What You're REALLY Doing All Day!



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Now that you've logged your time for 7 days, answer the questions below.

Where do you spend the most time?

How does that make you feel? Is this positive or needs improvement?

Where do you spend the least amount of time?

How does that make you feel? Is this positive or needs improvement?

What trends do you notice throughout a single day?

What trends do you notice over the week?

Moving forward, where do you want to spend MORE time?

And Less time?

Feel free to log your time for the upcoming week and track your progress. This is the time to be super aware of when you begin engaging in Time Wasters versus Time Producers. You may even find yourself skipping a usual time waster (like social media browsing) just because you don't want to acknowledge on your time log. That's good!

Overall, allow yourself grace as you work on improving your self-discipline to better manage your time!