



Time Log - Document how you spend your time for a couple of days or weeks and then analyze the data against your business or personal goals and values. Identify time wasters, tasks to eliminate, delegate, or otherwise change.

Date:			
Time	Activity	Time	Activity
6:30 - 6:45 am		3:00 - 3:15 pm	
6:45 - 7:00 am		3:15 - 3:30 pm	
7:00 - 7:15 am		3:30 - 3:45 pm	
7:15 - 7:30 am		3:45 - 4:00 pm	
7:30 - 7:45 am		4:00 - 4:15 pm	
7:45 - 8:00 am		4:15 - 4:30 pm	
8:00 - 8:15 am		4:30 - 4:45 pm	
8:15 - 8:30 am		4:45 - 5:00 pm	
8:30 - 8:45 am		5:00 - 5:15 pm	
8:45 - 9:00 am		5:15 - 5:30 pm	
9:00 - 9:15 am		5:30 - 5:45 pm	
9:15 - 9:30 am		5:45 - 6:00 pm	
9:30 - 9:45 am		6:00 - 6:15 pm	
9:45 - 10:00 am		6:15 - 6:30 pm	
10:00 - 10:15 am		6:30 - 6:45 pm	
10:15 - 10:30 am		6:45 - 7:00 pm	
10:30 - 10:45 am		7:00 - 7:15 pm	
10:45 - 11:00 am		7:15 - 7:30 pm	
11:00 - 11:15 am		7:30 - 7:45 pm	
11:15 - 11:30 am		7:45 - 8:00 pm	
11:30 - 11:45 am		8:00 - 8:15 pm	
11:45 - 12:00 pm		8:15 - 8:30 pm	
12:00 - 12:15 pm		8:30 - 8:45 pm	
12:15 - 12:30 pm		8:45 - 9:00 pm	
12:30 - 12:45 pm		9:00 - 9:15 pm	
12:45 - 1:00 pm		9:15 - 9:30 pm	
1:00 - 1:15 pm		9:30 - 9:45 pm	
1:15 - 1:30 pm		9:45 - 10:00 pm	
1:30 - 1:45 pm		10:00 - 10:15 pm	
1:45 - 2:00 pm		10:15 - 10:30 pm	
2:00 - 2:15 pm		10:30 - 10:45 pm	
2:15 - 2:30 pm		10:45 - 11:00 pm	
2:30 - 2:45 pm			
2:45 - 3:00 pm			
Notes:		Notes:	