

Evaluate how you spend your day to determine if you are maximizing your time.

What's in a Day – Select one of the options below to track your daily activity. You can track for as many days during the week as you'd like, just use a new worksheet per day. This will help you to see how the hours in your day are spent and where you have new opportunities to focus on **YOU!**

Use the Daily Schedule for a time-based tracking method or the List to simply capture activities as they occur throughout your day. Once complete, be sure to keep the worksheet handy. You will refer to it later in the program.

Once you've tracked your activity, go back through your list and highlight areas where you see an opportunity to refocus your time. Be sure to include the "Social Media/Emails/Text Messages/Phone Calls" at the bottom of the worksheet in your assessment!

Daily Schedule

Day: _____

Date: _____

7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	

List

Day: _____

Date: _____

Morning	
Afternoon	
Evening	

Social Media/Emails/Text Messages/Phone Calls

Approximately how much time do you spend per day on each? Quantify in minutes or hours :

Social Media	Time:
Emails	Time:
Text Messages	Time:
Phone Calls (non business or work related)	Time:
Other:	Time: