

# Week 1 | Where does my time go?

Write what you actually did in each time block. A few words is enough.

Week of: \_\_\_\_\_

|            | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------------|--------|---------|-----------|----------|--------|
| 7–8 AM     |        |         |           |          |        |
| 8–9 AM     |        |         |           |          |        |
| 9–10 AM    |        |         |           |          |        |
| 10–11 AM   |        |         |           |          |        |
| 11–12 PM   |        |         |           |          |        |
| 12–1 PM    |        |         |           |          |        |
| 1–2 PM     |        |         |           |          |        |
| 2–3 PM     |        |         |           |          |        |
| 3–4 PM     |        |         |           |          |        |
| 4–5 PM     |        |         |           |          |        |
| 5–6 PM     |        |         |           |          |        |
| 6–7 PM     |        |         |           |          |        |
| After 7 PM |        |         |           |          |        |

**At the end of the week:**

What took more time than expected? \_\_\_\_\_

What could I simplify, delegate, or change? \_\_\_\_\_

# Week 2 | Where does my time go?

Write what you actually did in each time block. A few words is enough.

Week of: \_\_\_\_\_

|            | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------------|--------|---------|-----------|----------|--------|
| 7–8 AM     |        |         |           |          |        |
| 8–9 AM     |        |         |           |          |        |
| 9–10 AM    |        |         |           |          |        |
| 10–11 AM   |        |         |           |          |        |
| 11–12 PM   |        |         |           |          |        |
| 12–1 PM    |        |         |           |          |        |
| 1–2 PM     |        |         |           |          |        |
| 2–3 PM     |        |         |           |          |        |
| 3–4 PM     |        |         |           |          |        |
| 4–5 PM     |        |         |           |          |        |
| 5–6 PM     |        |         |           |          |        |
| 6–7 PM     |        |         |           |          |        |
| After 7 PM |        |         |           |          |        |

**At the end of the week:**

What took more time than expected? \_\_\_\_\_

What could I simplify, delegate, or change? \_\_\_\_\_

# Week 3 | Where does my time go?

Write what you actually did in each time block. A few words is enough.

Week of: \_\_\_\_\_

|            | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------------|--------|---------|-----------|----------|--------|
| 7–8 AM     |        |         |           |          |        |
| 8–9 AM     |        |         |           |          |        |
| 9–10 AM    |        |         |           |          |        |
| 10–11 AM   |        |         |           |          |        |
| 11–12 PM   |        |         |           |          |        |
| 12–1 PM    |        |         |           |          |        |
| 1–2 PM     |        |         |           |          |        |
| 2–3 PM     |        |         |           |          |        |
| 3–4 PM     |        |         |           |          |        |
| 4–5 PM     |        |         |           |          |        |
| 5–6 PM     |        |         |           |          |        |
| 6–7 PM     |        |         |           |          |        |
| After 7 PM |        |         |           |          |        |

**At the end of the week:**

What took more time than expected? \_\_\_\_\_

What could I simplify, delegate, or change? \_\_\_\_\_

# Week 4 | Where does my time go?

Write what you actually did in each time block. A few words is enough.

Week of: \_\_\_\_\_

|            | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------------|--------|---------|-----------|----------|--------|
| 7–8 AM     |        |         |           |          |        |
| 8–9 AM     |        |         |           |          |        |
| 9–10 AM    |        |         |           |          |        |
| 10–11 AM   |        |         |           |          |        |
| 11–12 PM   |        |         |           |          |        |
| 12–1 PM    |        |         |           |          |        |
| 1–2 PM     |        |         |           |          |        |
| 2–3 PM     |        |         |           |          |        |
| 3–4 PM     |        |         |           |          |        |
| 4–5 PM     |        |         |           |          |        |
| 5–6 PM     |        |         |           |          |        |
| 6–7 PM     |        |         |           |          |        |
| After 7 PM |        |         |           |          |        |

**At the end of the week:**

What took more time than expected? \_\_\_\_\_

What could I simplify, delegate, or change? \_\_\_\_\_