

Hourly Activity Tracker

TIME MANAGEMENT TIPS

DATE: _____

How to use this sheet:

Whether you're assessing your time for personal, family or business reasons, monitoring your time in 15 minute increments for 5-7 days will help you identify time-wasting activities and enable you to make adjustments to your daily routine as you see fit.

Successful time management allows you to preserve your energy so you can make time for what matters to you most. Learning Intentional self-management strategies, will help you take control of your time, prioritizing tasks, delegate and communicate clearly, enhance your productivity and efficiency, enjoy life and ultimately accomplish your goals.

Ideas for Your Time Tracker:

- Meal
- Break
- Pray/Medicare
- Exercise
- Self Care
- Supplements
- Work/Business
- School
- Commute
- TV/Videos/Games
- Social Media
- Phone Call
- Spouse Time
- Family Time
- Relaxation
- Hobbies/Personal Projects
- Reading for Enjoyment
- Household Duties
- Bathroom Time
- Get Ready
- Prepare for Bed
- Sleep

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