# Time Log

TIME AUDIT · DAY

DATE _____ M T W T F S S

**1** Name up to six categories below. **2** Every half hour or so, write what you did. **3** Add its letter and circle Y if it was planned. **4** At night, total the hours for each letter.

**CATEGORIES**

**A** _____ **B** _____ **C** _____

**D** _____ **E** _____ **F** _____

| TIME | WHAT I DID | CATEGORY letter A–F | PLANNED? circle one |
|---|---|---|---|
| **6:00** AM | | | Y N |
| :30 | | | Y N |
| **7:00** AM | | | Y N |
| :30 | | | Y N |
| **8:00** AM | | | Y N |
| :30 | | | Y N |
| **9:00** AM | | | Y N |
| :30 | | | Y N |
| **10:00** AM | | | Y N |
| :30 | | | Y N |
| **11:00** AM | | | Y N |
| :30 | | | Y N |
| **12:00** PM | | | Y N |
| :30 | | | Y N |
| **1:00** PM | | | Y N |
| :30 | | | Y N |
| **2:00** PM | | | Y N |
| :30 | | | Y N |
| **3:00** PM | | | Y N |
| :30 | | | Y N |
| **4:00** PM | | | Y N |
| :30 | | | Y N |
| **5:00** PM | | | Y N |
| :30 | | | Y N |
| **6:00** PM | | | Y N |
| :30 | | | Y N |
| **7:00** PM | | | Y N |
| :30 | | | Y N |
| **8:00** PM | | | Y N |
| :30 | | | Y N |
| **9:00** PM | | | Y N |
| :30 | | | Y N |
| **10:00** PM | | | Y N |
| :30 | | | Y N |
| **11:00** PM | | | Y N |
| :30 | | | Y N |

**HOURS TODAY** **A** _____ **B** _____ **C** _____ **D** _____ **E** _____ **F** _____ **N** _____ h · N = unplanned

# Weekly Summary

TIME AUDIT · WEEK

WEEK OF _____

1 Copy each day's Hours today into its column.

2 Add each row across into Total.

3 Set how many hours each category should get next week.

4 Decide what to keep, cut and block.

| CATEGORY | MON | TUE | WED | THU | FRI | SAT | SUN | TOTAL | NEXT WEEK |
|---|---|---|---|---|---|---|---|---|---|
| A _____ | | | | | | | | | |
| B _____ | | | | | | | | | |
| C _____ | | | | | | | | | |
| D _____ | | | | | | | | | |
| E _____ | | | | | | | | | |
| F _____ | | | | | | | | | |
| TOTAL LOGGED | | | | | | | | | |
| N of which unplanned | | | | | | | | | |

Hours in each cell. Total logged adds up A to F. Unplanned is each day's N total, already counted in A to F. Next week: the hours you want to give that category.

## WHAT THE LOG SHOWS

where did the hours go that you didn't expect?

## CHANGE NEXT WEEK

turn the totals into time blocks

**KEEP**
what worked and gets its time again

**CUT**
what took more time than it was worth

**BLOCK**
what gets a fixed day and time