

Tracking Your Day

Time Tracker: How do you spend your day?

Plot the time you spend in different categories.

- Work and related activities
 - Family commitments - driving kids, elderly parents, etc.
 - Chores - groceries, laundry, cooking, etc.
 - Recreation, sports, entertainment
 - Essentials like eating, sleeping, etc
 - Learning
 - Health related – fitness activities
 - Me-time
 - Spiritual
- Add any others you may wish to include

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------|--------|---------|-----------|----------|--------|----------|--------|
| 5:00am | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12:00pm | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |

- What do you see?
- Is there a balance between the different aspects of your life?
- Are there any patterns?
- Is there something that you are not spending enough time on?
- What would you like to change?
- Use the next page for your notes

Notes: