

DATE:

### Where Does My Time Go?

- First, record your activities in half-hour increments for an entire day.
- Later, determine whether each activity was a Priority 1, 2, 3, or 4. See the chart below.
- Finally, decide which activities deserve more of your time (Priority 1 & 2) and which deserve less (Priority 3 & 4). Make plans to spend more of your time tomorrow on Priority 1 & 2 activities.

URGENT IMPORTANT 1	NOT URGENT IMPORTANT 2
URGENT NOT IMPORTANT 3	NOT URGENT NOT IMPORTANT 4

### RESULTS

Activities that deserve more time:

Activities that deserve less time:

Plan for tomorrow:

TIME	ACTIVITY	PRIORITY
5:00 am		
5:30 am		
6:00 am		
6:30 am		
7:00 am		
7:30 am		
8:00 am		
8:30 am		
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