

# Track Your Time

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
6:30							
7:00 AM							
7:30							
8:00 AM							
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10:00 AM							
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## Track Your Time

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:30							
11:00 PM							
11:30							
12AM							
12:30							
1:00 AM							
1:30							
2:00 AM							
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3:00 AM							
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4:00 AM							
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5:00 AM							
5:30 AM							

Use each block to document what you were doing during that time.

Be specific.

Instead of 'work,' say what tasks related to work: emails, client reports, client meetings, etc.

Be specific for personal tasks. Not just 'family' but what were you doing together?

Once you have documented at least one week, go back and take a look at where your time went.

If you want support around this, email me!  
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