

# Time Tracking Worksheet

date: \_\_\_ - \_\_\_ - \_\_\_\_

**Get Sufficient Sleep** First things first. Every person has different needs, but in general we all benefit from 7 to 8 hours of sleep each night. You are your most precious asset in creating the life that you want. Depriving yourself from sleep is – in the long run – not the solution you should go after.



**Track Your Time** Let's say on average you sleep for 7 hours and 20 minutes each day. This leaves you with 1000 minutes to spend to your bidding. For the next couple of days, deliberately track how you make use of your time in 10 minute intervals. Each day brings you 100 blocks of 10 minutes to do as you wish!

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**Evaluate & Replan** Colour code each block to represent work-time, leisure-time, travel-time, family-time, me-time, sports, hobby, mayor goals, etc. And then evaluate how pleased you are with all daily choices.

