**TIME LOG Date:**

What do you want to achieve today?

|  |  |  |
| --- | --- | --- |
| Time | What did you do? | Importance Rating\* |
| 09.00 |  |  |
|  |  |  |
|  |  |  |
| 10.00 |  |  |
|  |  |  |
|  |  |  |
| 11.00 |  |  |
|  |  |  |
|  |  |  |
| 12.00 |  |  |
|  |  |  |
|  |  |  |
| 1.00 |  |  |
|  |  |  |
|  |  |  |
| 2.00 |  |  |
|  |  |  |
|  |  |  |
| 3.00 |  |  |
|  |  |  |
|  |  |  |
| 4.00 |  |  |
|  |  |  |
|  |  |  |
| 5.00 |  |  |
|  |  |  |
| How much time did you spend on high importance tasks? Are you happy with how you spent your time today? | | |
| What would have saved/created time? | | |
| What do you want to do differently tomorrow? | | |

*\*Importance rating is optional, but allows you to rate the tasks you have undertaken*