**TIME LOG Date:**

What do you want to achieve today?

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| Time | What did you do? | Importance Rating\* |
| 09.00 |  |  |
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| 10.00 |  |  |
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| 11.00 |  |  |
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| 12.00 |  |  |
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| 1.00 |  |  |
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| 2.00 |  |  |
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| 3.00 |  |  |
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| 4.00 |  |  |
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| 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*