

Time Log

Instructions: Please let go of self-judgment while you're doing this exercise. You're collecting valuable data so that you can begin to look at your choices and possibly make different ones.

Try to be as objective and honest as you can. Print out the time log and keep it with you during the day so you can keep track as you go. If you forget, fill it in later (as much as you can remember).

If you can, fill out the time log for one full week – this will give you the chance to see what each day (including weekends) looks like.

At the end of the week, look over your time logs. There are going to be some things you notice right away – after keeping track for a whole week, you're probably much more aware of how you're spending your time. Here are some ideas for what to do with your completed time logs:

1. Look for patterns – look for the same activity popping up again and again (e.g., surfing the web, talking on the phone, watching television). Highlight these – use a unique colour for each different activity. Now add up all of the hours spent (per day, and then for the whole week) on these activities.
2. Look for things you didn't really have to do, didn't really enjoy, or that were detrimental to your health and well-being (time clutter). Highlight these and add up the hours.
3. The choice is yours – how would you like to restructure your day so that you have time for what you REALLY want to do? Which items from # 1 and #2 are you willing to let go of?

Time Log for:

(Today's Date)

12:00 AM		12:00 PM	
12:15 AM		12:15 PM	
12:30 AM		12:30 PM	
12:45 AM		12:45 PM	
1:00 AM		1:00 PM	
1:15 AM		1:15 PM	
1:30 AM		1:30 PM	
1:45 AM		1:45 PM	
2:00 AM		2:00 PM	
2:15 AM		2:15 PM	
2:30 AM		2:30 PM	
2:45 AM		2:45 PM	
3:00 AM		3:00 PM	
3:15 AM		3:15 PM	
3:30 AM		3:30 PM	
3:45 AM		3:45 PM	
4:00 AM		4:00 PM	
4:15 AM		4:15 PM	
4:30 AM		4:30 PM	
4:45 AM		4:45 PM	
5:00 AM		5:00 PM	
5:15 AM		5:15 PM	
5:30 AM		5:30 PM	
5:45 AM		5:45 PM	
6:00 AM		6:00 PM	
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6:45 AM		6:45 PM	
7:00 AM		7:00 PM	
7:15 AM		7:15 PM	
7:30 AM		7:30 PM	
7:45 AM		7:45 PM	
8:00 AM		8:00 PM	
8:15 AM		8:15 PM	
8:30 AM		8:30 PM	
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10:15 AM		10:15 PM	
10:30 AM		10:30 PM	
10:45 AM		10:45 PM	
11:00 AM		11:00 PM	
11:15 AM		11:15 PM	
11:30 AM		11:30 PM	
11:45 AM		11:45 PM	