



Time Tracking Worksheet

In order to become more productive and reclaim an hour a day first, you need to understand where your time is currently going. Track a 7-day week following the instructions on pages 16-18 of Time Management for Entrepreneurs & Professionals.

Below is a **Time Tracking Worksheet** that we have created for you to use. The information you gather will help you to identify what changes you need to make (if you don't resonate with this way of tracking find a way, system, or process that does work for you and use the document as a framework to get started).

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5.30-6.30							
6.30-7.30							
7.30-8.30							
8.30-9.30							
9.30-10.30							
10.30-11.30							
11.30-12.30							
12.30-1.30							
1.30-2.30							
2.30-3.30							
3.30-4.30							
4.30-5.30							
5.30-6.30							
6.30-7.30							
7.30-8.30							
8.30-9.30							
9.30-10.30							
10.30-11.30							