

Your 7 Day Time Tracker

Use the table below to keep track of your time for the next 7 days, in 30 minute increments. If a spreadsheet works better for you, then use this template as a guide to create your own digital tracker.

Either write what you did during the times, or create a simple colour coding system for your activities, grouping them under headings like sleep, work, social media, hobbies, family time, relationship time, self care. Giving each activity a different colour.

Equally you might want to do a combination of both, whatever you do keep it simple and fun and remember the data you are collecting here will change your life and help you reclaim an hour a day, or more!

(Track a 7-day week following the instructions on pages 16-18 of Time Management for Entrepreneurs & Professionals).

TIME	MON	TUE	WED	THUR	FRI	SAT	SUN
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