

TIME EVALUATION

	SUN	MON	TUE	WED	THU	FRI	SAT
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 PM							

INSTRUCTIONS

Track how you spend your hours each day, using abbreviations to keep it simple.
 In 7 days from now, review and ask these questions:

1. What's missing?
2. What's out of whack?
3. What should be eliminated?
4. What should be your first focus?

Print a new worksheet and sketch out a new schedule. Experiment with it over the course of a week, tweaking as needed and evaluating until you find the right rhythm.

