

HOW I WANT TO SPEND MY TIME

Once you have evaluated your time management using the first log, use this one to write down your revised plan for each hour of the next week. Place a check mark next to activities that you believe are necessary (n) in your life or helping you move toward your goals (g) and the things you want in life. If the activity fits into neither category, don't place a check mark in that box.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___
9:00 AM	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___
10:00 AM	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___
11:00 AM	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___
12:00 PM	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___
1:00 PM	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___
2:00 PM	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___	n: ___ g: ___