

WHERE DID MY TIME GO?

Instructions

Write down everything you do for a 24-hour period of time. You may group personal activities together, for example, "45 min-got ready for work", "3 hrs-went out for the evening", but please be as specific as possible when listing work activities, for example, "10 min-waited for Joe in his office", "15 min-talked with Joe about ABC client". What you write down should total 24 hours.

My Activities for 1 Day

Time	Activity

(additional space on reverse)



WHERE DID MY TIME GO?

My Activities for 1 Day - Continued Time **Activity**