

Time Diary

Objective: To better manage your time by first evaluating how your time is currently being spent

You must first know yourself and how you spend your time before you can organize yourself and your time. At the end of each day, record the activities you completed in the appropriate time slots.

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------|--------|---------|-----------|----------|--------|----------|--------|
| 4:30-5:00 | | | | | | | |
| 5-5:30 | | | | | | | |
| 5:30-6 | | | | | | | |
| 6-6:30 | | | | | | | |
| 6:30-7 | | | | | | | |
| 7-7:30 | | | | | | | |
| 7:30-8 | | | | | | | |
| 8-8:30 | | | | | | | |
| 8:30-9 | | | | | | | |
| 9-9:30 | | | | | | | |
| 9:30-10 | | | | | | | |
| 10-10:30 | | | | | | | |
| 10:30-11 | | | | | | | |
| 11-11:30 | | | | | | | |
| 11:30-12 | | | | | | | |
| 12-12:30 PM | | | | | | | |
| 12:30-1 | | | | | | | |
| 1-1:30 | | | | | | | |
| 1:30-2 | | | | | | | |
| 2-2:30 | | | | | | | |
| 2:30-3 | | | | | | | |
| 3-3:30 | | | | | | | |
| 3:30-4 | | | | | | | |
| 4-4:30 | | | | | | | |
| 4:30-5 | | | | | | | |
| 5-5:30 | | | | | | | |
| 5:30-6 | | | | | | | |
| 6-6:30 | | | | | | | |
| 6:30-7 | | | | | | | |
| 7-7:30 | | | | | | | |
| 7:30-8 | | | | | | | |
| 8-8:30 | | | | | | | |
| 8:30-9 | | | | | | | |
| 9-9:30 | | | | | | | |
| 9:30-10 | | | | | | | |
| 10-10:30 | | | | | | | |
| 10:30-11 | | | | | | | |
| 11-11:30 | | | | | | | |
| 11:30-12 | | | | | | | |
| 12-12:30 AM | | | | | | | |
| 12:30-1 | | | | | | | |
| 1-1:30 | | | | | | | |
| 1:30-2 | | | | | | | |
| 2-2:30 | | | | | | | |
| 2:30-3 | | | | | | | |
| 3-3:30 | | | | | | | |
| 3:30-4 | | | | | | | |
| 4-4:30 | | | | | | | |