

MY TIME TRACKER



DATE _____

TIME	ACTIVITY

HOW TO USE

1. Write down 10 random times in the left-hand column. They must be times when you are typically awake. Try to space them out throughout the morning, afternoon & evening.
2. Set an alarm on your phone for each of these times.
3. When the alarm sounds, use the right-hand column to write down exactly what you are doing in that moment (apart from turning the alarm off). Be absolutely honest.
4. Take 5 minutes to reflect at the end of the day on each of the moments identified. Ask yourself - was the activity absolutely essential? Did it bring me joy? Was it really important? Could that time have been spent doing something else? Was I neglecting something or someone important?