|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITIES** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** | **TOTAL** |
| **Sleep** |  |  |  |  |  |  |  |  |
| **Grooming/Body**  |  |  |  |  |  |  |  |  |
| Morning |  |  |  |  |  |  |  |  |
| Night-time |  |  |  |  |  |  |  |  |
| Other (eg. special, going out, massage etc) |  |  |  |  |  |  |  |  |
| **Work** |  |  |  |  |  |  |  |  |
| Commute/Travel |  |  |  |  |  |  |  |  |
| Time at work (include networking) |  |  |  |  |  |  |  |  |
| Email while at work (optional breakout of above) |  |  |  |  |  |  |  |  |
| Preparation for/thinking about/other work-related |  |  |  |  |  |  |  |  |
| **Necessities** |  |  |  |  |  |  |  |  |
| Cooking and preparing food |  |  |  |  |  |  |  |  |
| Eating |  |  |  |  |  |  |  |  |
| Grocery Shopping/Errands/Paying Bills etc |  |  |  |  |  |  |  |  |
| Chores/Laundry/Cleaning/Repairs etc |  |  |  |  |  |  |  |  |
| **Fun/Leisure** |  |  |  |  |  |  |  |  |
| Friends |  |  |  |  |  |  |  |  |
| Movies/TV |  |  |  |  |  |  |  |  |
| Reading |  |  |  |  |  |  |  |  |
| Exercise |  |  |  |  |  |  |  |  |
| Hobbies/Activities |  |  |  |  |  |  |  |  |
| Meditating, spiritual or faith |  |  |  |  |  |  |  |  |
| Quality time with partner |  |  |  |  |  |  |  |  |
| Personal development/Life-planning |  |  |  |  |  |  |  |  |
| Social Media and non-specific internet use |  |  |  |  |  |  |  |  |
| Personal email/phone-calls/texting/messaging |  |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |
| Child-care |  |  |  |  |  |  |  |  |
| Volunteering |  |  |  |  |  |  |  |  |
| Learning/Studying |  |  |  |  |  |  |  |  |
| Procrastinating, 'fiddling' or feeling tired |  |  |  |  |  |  |  |  |
| Shopping (clothes, gifts etc) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **TOTAL Daily hrs accounted for (max 24 hrs)** |  |  |  |  |  |  |  |  |