

TIME ACTIVITY LOG

Directions: Keep a log of your time activity for a 24-hour period. Record the type of activity for each hour. If entire hour was a certain type, write a 1. If ½ of the hour was spent in one type, and ½ spent in another, write a ½ in both columns. Add up the columns to find your daily total for each type of activity. The hours need to add up to 24. Evaluate your use of time as it relates to your mission statement, goals, and what is important to you. If you lack the time to do things you consider important, decide how to make better use of your day.

Time Activity Examples

Maintenance: Sleeping, resting, exercising, washing, dressing, eating, shopping, housework, yard work, travel to and from work, non-discretionary time at work, etc.

Enrichment: Visiting, recreation, reading, etc.

Important & Urgent: Things that need to be done right away or significant losses may occur, or immediate gains not realized.

Important but Not Urgent: Things that can be done that would make a tremendous difference in our lives now or in the future.

Unimportant but Urgent: Activities we are influenced by others to do but are really not important to us. They are not on our mission statement.

Both Unimportant and Not Urgent: This time serves no real purpose for ourselves or anyone else.

Hours	Comments / Notes	Maint.	Enrich.	Imp. & Urgent	Imp. & Not Urgent	Unimp. but Urgent	Unimp. & Not Urgent
12:00am							
1:00am							
2:00am							
3:00am							
4:00am							
5:00am							
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
Total Hours for Each							