



HANDOUT #2

Time Log: How Do You Spend Your Time Now?

Split your working day into chunks no less than 15 minutes each. Record exactly how you spent your time, how much time was used, and how important/urgent was the task.

Date _____

Time	Activity	Time Used	Priority Ranking	Comments
<i>Example:</i> 7:30 am	<i>Read newspaper</i>	<i>20 min.</i>	<i>4</i>	<i>Read during breakfast.</i>