



TIME LOG INSTRUCTIONS

- Please record, for a **minimum** of three days, your activities. Please record the complete day from your waking to sleeping time.
- Please be as accurate as you possibly can. It is best to record the day as it unfolds versus trying to recall the day's events in the evening.
- Kindly record typical, consecutive business days. Please do not save this assignment for three days that you believe "look the best" on paper.
- This is a diagnostic tool for you. It will be used to help you improve your management of time and your results. There are not "right or wrong" time recordings, please be as accurate as possible, so we may use this in our coaching relationship.
- Record the actual day, not the day you intended to have.
- If you are keeping this time log for an upcoming Time Crunch seminar, please be sure to bring it with you to the workshop.

High Impact Training and Coaching Systems
Charlotte Landram
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TIME LOG

	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 a.m.					
6:15 a.m.					
6:30 a.m.					
6:45 a.m.					
7:00 a.m.					
7:15 a.m.					
7:30 a.m.					
7:45 a.m.					
8:00 a.m.					
8:15 a.m.					
8:30 a.m.					
8:45 a.m.					
9:00 a.m.					

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9:15 a.m.					
9:30 a.m.					
9:45 a.m.					
10:00 a.m.					
10:15 a.m.					
10:30 a.m.					
10:45 a.m.					
11:00 a.m.					
11:15 a.m.					
11:30 a.m.					
11:45 a.m.					
12:00 p.m.					
12:15 p.m.					
12:30 p.m.					
12:45 p.m.					

1:00 p.m.					
1:15 p.m.					
1:30 p.m.					
1:45 p.m.					
2:00 p.m.					
2:15 p.m.					
2:30 p.m.					
2:45 p.m.					
3:00 p.m.					
3:15 p.m.					
3:30 p.m.					
3:45 p.m.					
4:00 p.m.					
4:15 p.m.					
4:30 p.m.					

4:45 p.m.					
5:00 p.m.					
5:15 p.m.					
5:30 p.m.					
5:45 p.m.					
6:00 p.m.					