



TRACK YOUR TIME

EXERCISE 1

- Write categories in the tall boxes. During the day, check the box below corresponding to each 15 minute time interval. Add up the checks and write the total at the top.
- Sample categories you may use – Work, School, Family, Errands, Personal, Friends

Time	Categories						Notes
Total							
6:00							
6:15							
6:30							
6:45							
7:00							
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7:30							
7:45							
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11:00							
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11:30							
11:45							
12:00							
12:15							
12:30							
12:45							

Time	Categories						Notes
Total							
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1:15							
1:30							
1:45							
2:00							
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