

## **Actual Day One**

Track your time. How are you actually spending your time on an average weekday? Be truthful and honest for best results.

	Time	Activity
01		
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19		

Review your activities and identify those you consider as “wasted time.”

Consider how you can minimize or eliminate these wasted activities and replace them with activities from your “Ideal Day One.” Use the space below for notes:



## Actual Day Two

Your weekends would probably be looking very different than your weekdays. So track your typical weekend day here.

	Time	Activity
01		
02		
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Review your activities and identify those you consider as “wasted time.”

Consider how you can minimize or eliminate these wasted activities and replace them with activities from your “Ideal Day Two.” Use the space below for notes:



## Actual Day **Three** (Optional)

Some of you may have a third kind day in your life depending upon your lifestyle. For example, if you travel a lot, then your typical travel day would look different from your typical week / weekend day.

	Time	Activity
01		
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