

This is an exercise you may find useful. Use it only if you think it will help (otherwise it will be a time waster).

- Track your time for one week using a small notebook that you can carry with you at all times (or use Time Tracking Tool such as [www.toggl.com](http://www.toggl.com))
- Try to pick a “typical” week, and one relatively free of major crises or events.
- On the first page of the notebook, list the major categories you want to track. These will be personal to you. Some categories might be sleep, watching TV, eating, work, reading, and commuting.
- You may want to break some categories down, such as work. Perhaps, you want to know how much time you spend in meetings, responding to telephone calls, writing reports, using the Internet/responding to email, or even taking breaks.
- The more categories you create, the more helpful the information (and the more annoying keeping track will be). You decide: the more you put in, the more you get out later.
- Keep it simple, perhaps by using codes for each category.
- And be honest—don’t change what you would normally do just because you are keeping track.
- Note passive “time-eaters” like watching TV and use the log to make a list of specific ways you will reallocate your time.

