



TIME LOG... WEEK: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
PRE 8:00						
8:00-8:30						
8:30-9:00						
9:00-9:30						
9:30-10:00						
10:00-10:30						
10:30-11:00						
11:00-11:30						
11:30-12:00						
12:00-12:30						
12:30-1:00						
1:00-1:30						
1:30-2:00						
2:00-2:30						
2:30-3:00						
3:00-3:30						
3:30-4:00						
4:00-4:30						
4:30-5:00						
5:00-5:30						
5:30-6:00						
POST 6:00						

Ten Tips: 1) Complete most important tasks first. 2) Devote your entire focus to the task at hand.  
 3) Get an early start. 4) Don't allow unimportant details to drag you down. 5) Delineate a time limit in  
 which to complete task. 6) Leave a buffer-time between tasks. 7) Don't think of the totality of your to-do list.  
 8) Create organizing systems. 9) Commit to your plan to do something. 10) Batch related tasks together.