

## Time Log

Rules for keeping a successful time log:

- Write things as they happen and avoid trying to remember it all at the end of the day
- Be very specific about what you're doing
- Record *everything*
- Keep a log for 2 - 5 days to identify patterns and habits

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Page: \_\_\_\_\_

Time	Item	Duration	Comments
8:20	Read the morning paper	14 minutes	

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