Daily Time Management Log
(How Do You Spend Your Day?)

DATE:

TOP 3 GOALS FOR THE DAY

1 _____ 2 _____ 3 _____

Time	Activity	Importance	Energy	Notes
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IMPORTANCE

0 - NOT IMPORTANT

1 - SOMEWHAT IMPORTANT

2 - IMPORTANT

3 - URGENT!

RATE YOUR ENERGY

GREEN : ENERGIZED ; VERY PRODUCTIVE

ORANGE : MODERATELY ENERGIZED ; MODERATELY PRODUCTIVE

BLUE : LOW ENERGY ; DID NOTHING