|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time  | Monday  | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday  | Sunday  |
| 12pm |  |  |  |  |  |  |  |
| 1am |  |  |  |  |  |  |  |
| 2am |  |  |  |  |  |  |  |
| 3am |  |  |  |  |  |  |  |
| 4am |  |  |  |  |  |  |  |
| 5am  |  |  |  |  |  |  |  |
| 6am |  |  |  |  |  |  |  |
| 7am |  |  |  |  |  |  |  |
| 8am |  |  |  |  |  |  |  |
| 9am |  |  |  |  |  |  |  |
| 10am |  |  |  |  |  |  |  |
| 11am |  |  |  |  |  |  |  |
| 12pm |  |  |  |  |  |  |  |
| 13.00 |  |  |  |  |  |  |  |
| 14.00 |  |  |  |  |  |  |  |
| 15.00 |  |  |  |  |  |  |  |
| 16.00 |  |  |  |  |  |  |  |
| 17.00 |  |  |  |  |  |  |  |
| 18.00 |  |  |  |  |  |  |  |
| 19.00 |  |  |  |  |  |  |  |
| 20.00 |  |  |  |  |  |  |  |
| 21.00 |  |  |  |  |  |  |  |
| 22.00 |  |  |  |  |  |  |  |
| 23.00 |  |  |  |  |  |  |  |
| 24.00 |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

This exercise is designed to illustrate where you are spending your precious time and how you can tweak your schedule to make the most effective use of your time. Record all your activities within each hour, inc tea breaks, loo breaks, phone calls, absolutely everything and be completely honest with yourself.