

# ***TIME TRACKER TOOL***

## **Step 1**

Pick a normal week to complete this tracker. Then, starting on Monday, write down each task you do throughout the day—and be specific! Track your activities as you go so you don't have to try to remember everything at the end of the day.

## **Step 2**

At the end of the week, set aside some time to go through your task tracker. Rank each activity as **I = Important**, **L = Less Important**, **T = Time Waster** or **H = Hate It**.

## **Step 3**

By the end of this activity, you'll have a clear picture of how you spend your time. You'll be able to see what important things you should be focusing on and what tasks can be delegated.

