Time Management Time Log/Audit

Self-Assessment/Statement: On days when there aren't a lot of hard appointments or deadlines on my calendar, I tend to stray a bit because I don't feel a sense of urgency. I tend to procrastinate a bit. I do feel organized and in control. I do engage in daily and weekly planning, but if nothing important is on the calendar, I tend to get a slow start. I do struggle getting 7 hours of sleep.

I'd like to identify problems and yield recommendations on how to reduce waste (such as time eliminate time on social media) and develop a new routine that I can follow so I can feel better about myself. I want to carve out more time for business development and research. I also want to guard my time carved out for exercise.

Biggest derailments are (1) Google news and (2) reels on Facebook. I like using Facebook for birthday wishes, but I often get pulled into reels. I uninstalled Facebook on the phone, but still watch reels on the browser.

Time	Activity	Category	Reflection/Notes
Day 1			
7:00 – 9:00	Wake & Morning routine	Personal	Got up too late. Wanted to get up at 6:00 am. Felt behind and slightly defeated. Review my daily plan for the day and make tweaks.
9:00 – 10:00	Email and scrolled through social media. Paid bills. Clean desk.	Work and Personal	Meant to just check and wish birthday wishes. Ended up scrolling Facebook reels for 30 minutes. Half of this was productive, but the other half was a waste of time.
10:00 – noon	Writing seminar paper	Work	Finally got a solid start on writing and was very productive.
Noon – 1	Attend a webinar and eat lunch	Work	
1 – 1:20	Treadmill walk – email and calls while walk	Personal and Work	
1:20 – 3:00	Writing and research	Work	Mostly productive, but watched 20 minute of Youtube and Facebook reels.
3:00 – 3:45	Call with client	Work	
3:45 – 5:30	Exercise	Personal	
5:30 – 7:30	Email, Enter Time, Writing	Work	Productive but feel like a I worked too late and now eating too late. I don't want to eat dinner past 7 or 7:30 pm

Time	Activity	Category	Reflection/Notes
7:30 – 10:30	Binge watch Modern Family on Peacock	Personal	Too much TV. Should have walked after my meal, walked the dog and do a little housework.
10:30	Go to Bed	Personal	Couldn't fall asleep until midnight.
Day 2			

Time	Activity	Category	Reflection/Notes

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