Record waking hours only. Think of common categories you can use to group your time: work, eating, family time, friend time, exercise,reading, time with God, etc. Make special note of social media time and TV/movie time to observe their effect on your schedule. The goal at the end of the period is to be able to assess if you are spending your time investing in the things that matter most to you.

Time	Monday Activity	Time	Tuesday Activity	Time	Wenesday Activity	Time	Thursday Activity	Time	Friday Activity	Time	Saturday Activity
6:00a		**6:00a**		**6:00a**		**6:00a**		**6:00a**		**6:00a**	
6:30		6:30		6:30		6:30		6:30		6:30	
7:00		**7:00**		**7:00**		**7:00**		**7:00**		**7:00**	
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8:00		**8:00**		**8:00**		**8:00**		**8:00**		**8:00**	
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9:00		**9:00**		**9:00**		**9:00**		**9:00**		**9:00**	
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12:00n		**12:00n**		**12:00n**		**12:00n**		**12:00n**		**12:00n**	
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10:30		10:30		10:30		10:30		10:30		10:30	
11:00		**11:00**		**11:00**		**11:00**		**11:00**		**11:00**	
11:30		11:30		11:30		11:30		11:30		11:30	