

Planning & Time Use Worksheet

NAME

DATE

How to use this worksheet

- Start with the time diary.
- Pick a day to keep a time diary. (You can do this for more than one day, but one day is often enough to tell you where your time is going.)
- Capture your activities in 30-minute increments. You don't have to write stuff down every 30 minutes, but try to do it once an hour so your recall is accurate.
- Obviously, if you're doing something for a few hours (like sleeping) just fill it in when you can.
- You don't have to be super-detailed, just get the general idea.
- The goal here is simply to show how you spend your time. Try to be as accurate as possible.

Then, look for patterns and consider what to adjust.

- The time diary will show you where your time is going, and what things you might need to anticipate in your routine.
- Work with your coach to explore options for planning and preparing more effectively, as well as plugging any "time leaks".

Time diary

TIME	WHAT ARE YOU DOING?	WHAT QUADRANT DOES THIS ACTIVITY FALL INTO? Q1, Q2, Q3 OR Q4?
12:00 AM		
12:30		
1:00		
1:30		
2:00		
2:30		
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		
6:30		
7:00		
7:30		

Planning & Time Use Worksheet (cont'd)

8:00	
8:30	
9:00	
9:30	
10:00	
10:30	
11:00	
11:30	
12:00 PM	
12:30	
1:00	
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	
6:30	
7:00	
7:30	
8:00	
8:30	
9:00	
9:30	
10:00	
10:30	
11:00	
11:30	
12:00 PM	

Review and analysis

After reviewing your time diary, what do you notice about how you spend your time?

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Do you notice any patterns?

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How could you plan and prepare more effectively to take advantage of the time you have?

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What is ONE small improvement you might be willing to make to your time use to help yourself improve your health, fitness, and / or nutrition habits? What Q3 and Q4 activities can you (A) AUTOMATE (B) DELEGATE or (C) ELIMINATE?

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