

## Time Log Exercise

As we discussed, it's very important to get an accurate assessment of how we currently spend our time, before we can start making changes and improvements.

And that's what we're going to do with this exercise.

I want you to print out 3 copies of the PDF in this link:

[http://www.littlegiantsteps.com/documents/15\\_Minute\\_Day\\_Planner.pdf](http://www.littlegiantsteps.com/documents/15_Minute_Day_Planner.pdf)

(copy and paste it into your browser)

Then, starting first thing tomorrow morning, begin recording your activities.

If it takes more than 5 minutes, write it down, no matter how insignificant you think it is.

7am: Wake up. Lay in bed, checked email.

7:10: Took shower

7:25: Read newspaper...

You get the point.

The more detailed you get, the more results you'll see from the later parts of the Time Management module.

Remember, awareness is power.

Commit to doing this for the next three days. It will probably be kind of a pain at first, but trust me it's worth it.

You WILL be surprised at the results.

One other note...

You may be tempted to keep track in your head and then write everything down later.

This will not give you the accurate data that you need.

Instead, carry the time log sheet around with you all day and document everything as you do it.

This makes sure that nothing slips through the cracks.

Cool? Cool.