

# Where Does My Time Go?

## Time Log

### How to Find Your Lost Minutes

- First, record your activities in half-hour increments for an entire day.
- Later, determine whether each activity was a Priority 1, 2, 3, or 4. See the chart below.
- Finally, decide which activities deserve more of your time (Priority 1 & 2) and which deserve less (Priority 3 & 4).
- Make plans to spend more of your time tomorrow on Priority 1 & 2 activities.

URGENT IMPORTANT 1	NOT URGENT IMPORTANT 2
URGENT NOT IMPORTANT 3	NOT URGENT NOT IMPORTANT 4

<b>RESULTS</b>
Activities that deserve more time:
Activities that deserve less time:
Plan for tomorrow:

Sage Grayson

LIFE EDITOR

sagegrayson.com

TIME	ACTIVITY	PRIORITY
5:00 am		
5:30 am		
6:00 am		
6:30 am		
7:00 am		
7:30 am		
8:00 am		
8:30 am		
9:00 am		
9:30 am		
10:00 am		
10:30 am		
11:00 am		
11:30 am		
12:00 pm		
12:30 pm		
1:00 pm		
1:30 pm		
2:00 pm		
2:30 pm		
3:00 pm		
3:30 pm		
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4:30 pm		
5:00 pm		
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6:00 pm		
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12:00 am		
12:30 am		
1:00 am		
1:30 am		
2:00 am		
2:30 am		
3:00 am		
3:30 am		
4:00 am		
4:30 am		

# Where Does My Time Go?

Thank you for downloading Where Does My Time Go? from <http://sagegrayson.com>. This worksheet will help you find your lost minutes and make time in your day for truly important tasks.

## Instructions

- First, record your activities in half-hour increments for an entire day.
- Later, determine whether each activity is urgent + important, not urgent + important, urgent + not important, or not urgent + not important.
  - **Urgent + important:** getting a report to a client by 3:00 pm today.
  - **Not urgent + important:** exercise and email.
  - **Urgent + not important:** doing someone else's work.
  - **Not urgent + not important:** social media, watching reality TV.
- Once you've categorized all your activities, take an honest look at where you spend your time.
- Which activities deserve more of your time (Priority 1 AND Priority 2)?
- Which activities deserve less of your time? Make plans to spend more of your time tomorrow on activities that are truly important to you.



## Who's Sage?

Hey there! I'm Sage Grayson, a former book editor turned life and business coach. I'm a Life Editor . . . and so are you!

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