

Activity Log

Time	Value
7:00am _____	_____
7:30am _____	_____
8:00am _____	_____
8:30am _____	_____
9:00am _____	_____
9:30am _____	_____
10:00am _____	_____
10:30 am _____	_____
11:00am _____	_____
11:30 am _____	_____
12:00pm _____	_____
12:30 pm _____	_____
1:00pm _____	_____
1:30pm _____	_____
2:00pm _____	_____
2:30pm _____	_____
3:00pm _____	_____
3:30pm _____	_____
4:00pm _____	_____
4:30pm _____	_____
5:00pm _____	_____
5:30pm _____	_____
6:00pm _____	_____
6:30pm _____	_____
7:30pm _____	_____
8:00pm _____	_____

Time	Value
7:00am _____	_____
7:30am _____	_____
8:00am _____	_____
8:30am _____	_____
9:00am _____	_____
9:30am _____	_____
10:00am _____	_____
10:30 am _____	_____
11:00am _____	_____
11:30 am _____	_____
12:00pm _____	_____
12:30pm _____	_____
1:00pm _____	_____
1:30pm _____	_____
2:00pm _____	_____
2:30pm _____	_____
3:00pm _____	_____
3:30pm _____	_____
4:00pm _____	_____
4:30pm _____	_____
5:00pm _____	_____
5:30pm _____	_____
6:00pm _____	_____
6:30pm _____	_____
7:30pm _____	_____
8:00pm _____	_____

Value Key

1. High Importance / High Urgency
2. High Importance / Low Urgency
3. Low Importance / High Urgency
4. Low Importance / Low Urgency

Tips

- Eliminate or delegate activities that aren't part of your role or don't help meet your objectives.
- Schedule your most challenging tasks for times of the day when your energy levels are highest
- Minimize the number of times you switch between types of tasks.