Track what you’re doing throughout the day to learn more about how you use time and to discover what times of day you’re more or less productive.

**Time**  **Activity Time Activity**

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