



DEB  PALMER GEORGE
WHOLE LIFE THRIVING

YOUR THRIVING NATURE

DAILY TIME LOG

BONUS MATERIAL • PRACTICES & TOOLS

Daily Time Log Instructions

A. Enter name date, intentions and goals for the day. Be specific about *To Be's* for example “*To be present and listen to connect*” and *To Do's* “*Write Annual Report Executive Welcome.*”

B. Record each activity as the day progresses. Record all interruptions, including when you interrupt yourself. Record each time you move from one thing to the next. Simplify recording times by recording the hour only once and then subsequent minutes in the hour only. Example:

9:10 Get coffee
: 22 Talk to Mark in hall
:45 Prep Miller presentation
: 52 Call from bd member (abbreviate calls in & out with arrows: C > or C <)
10:10 Miller
:32 Check email
11:00 Leave for lunch meeting

C. Set a priority on each action, so that you can check back at the end of the day to see how much time was spent on high priority activities. Use the “energy +/-” column to indicate activities & conversations that are energy enhancing and those that are draining.

D. Use the “*With whom, what consumed, how much spent*” column to keep track of how other resources are engaged or consumed during the day.

E. At the end of each day, reflect on your experiences.

Notice the time spent on priorities today. How much time on 1's, 2's, 3's & 4's?

Reflect on flow of energy throughout the day—which activities were energizing, which were depleting.

Notice the difference in how you attend to interruptions. Which activities did you allow to be interrupted, which activities were not allowed interruption. Be sure to consider when you interrupt yourself as well as interruptions by others in person or technology.

Pay attention to the quality of interruptions. Were any interruptions of quality—things that matter to your mission, goals, or important relationships? Were any interruptions more valuable or productive than the activity they interrupted?

Review the day for activities that were fun, rejuvenating, or refreshing. Were those planned or spontaneous?

Reflect on the moments and experiences in the day when you were most satisfied or productive. End by noting insights and intentions that emerged from your reflection.

Note: Page 1 is the template for the start of a day, page 2 can be used if additional space is needed. Most people find printing these templates to be more useful than tracking electronically.

