

Brilliant Time Management

Time Log

Date:

Time	Activity / Task description	Planned / Unplanned / Interrupted	Energy level Low/Med/High	Type of Activity
8:00				
8:20				
8:40				
9:00				
9:20				
9:40				
10:00				
10:20				
10:40				
11:00				
11:20				
11:40				

Time Log

Date:

Time	Activity / Task description	Planned / Unplanned / Interrupted	Energy level Low/Med/High	Type of Activity
12:00				
12:20				
12:40				
13:00				
13:20				
13:40				
14:00				
14:20				
14:40				
15:00				
15:20				
15:40				

Time Log

Date:

<i>Time</i>	<i>Activity / Task description</i>	<i>Planned / Unplanned / Interrupted</i>	<i>Energy level Low/Med/High</i>	<i>Type of Activity</i>
16:00				
16:20				
16:40				
17:00				
17:20				
17:40				
18:00				
18:20				
18:40				
19:00				
19:20				
19:40				

Types of Activity

- A. Core role
- B. Projects
- C. Planning and thinking
- D. Social and pleasure
- E. Reactive response
- F. Time wasting