

Appendix 2:

Your Daily Activity Sheet

Here is the daily activity sheet for Day 9. Remember the purpose of this sheet is for you to be able to take an objective look at how you're spending your time and identify inefficient time use. So you will have to be honest with yourself! You won't get the benefit of this if you're not honest with yourself. This will be the only way that you can make improvement. If you spend 3 hours a day watching Netflix, write that on this sheet.

TIME OF DAY	TYPE OF ACTIVITY	DESCRIPTION OF WHAT YOU DID
(i.e. 6AM)	(i.e. daily routine/habit, special circumstance	(i.e. exercised at gym, eat breakfast, read a book)