

## MY DAILY TIME TRACKER

***“So teach us to number our days,  
that we may apply our hearts unto wisdom.”***



**Time** is your most valuable asset. It is an equal opportunity employer: We all get 24 hours each day to use as we choose.

**Time happens**, whether or not you use it wisely. Every second that passes is gone forever. You cannot manage it, but *you can manage the way you spend it.*

The **ONLY** thing that determines whether or not you accomplish your goals, is how you spend your time.

We each have 24 hours a day. That's 1440 minutes, daily, to spend.

In the next 24 hours,

- somebody will be wealthier than they were in the previous 24 hours
  - somebody will be healthier than they were in the previous 24 hours
  - somebody will be smarter than they were in the previous 24 hours
- ...you get the drift: why not determine to **be** that somebody?

Keeping track of your time reveals to you the time wasters and dream stealers in your day, and empowers you to spend every hour wisely.

You CAN win this year! This CAN be your year! It ALL depends on how you spend your time.

### **My Daily Time Tracker ...**

- gives you **a visual representation** of exactly 'where the time goes'.
- **empowers you to choose and prioritise** daily activities that move you towards your goal.
- **helps you measure** your daily, weekly, monthly and therefore annual progress on your goals.
- **provides a powerful feedback tool** for you to use daily, to see where you've messed up in your use of time, improve the next day, and see your results.
- **helps you decide** how much time you really should spend on specific activities, depending on where they sit on your 'goals and priorities' list.
- **puts you in the driver's seat** and empowers you to brutally guard your time and define when you do what, helps you choose exactly what to do and when.

So Go Ahead and Start Tracking Your Time!

If you'd like help/support in spending your time better, contact me via [www.doctorkem.com](http://www.doctorkem.com).

**TODAY'S DATE:**

<b>TIME</b>	<b>ACTIVITY: WRITE EXACTLY WHAT YOU DO EACH HOUR</b>
5am - 6am	
6am - 7am	
7am - 8am	
8am - 9am	
9am - 10am	
10am - 11am	
11am - 12noon	
12noon - 1pm	
1pm - 2pm	
2pm - 3pm	
3pm - 4pm	
4pm - 5pm	
5pm - 6pm	
6pm - 7pm	
7pm - 8pm	
8pm - 9pm	
9pm - 10pm	
10pm - 11pm	
11pm - 12mn	
12mn - 1am	
1am - 2am	
2am - 3am	
3am - 4am	
4am - 5am	

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**END OF DAY REVIEW:**

**HOW I FEEL ABOUT THE WAY I SPENT MY TIME TODAY**

**TIME WASTERS TODAY WERE:**

**HOW CAN I IMPROVE MY USE OF TIME TOMORROW?**