

At the end of each day, review and record how every hour of your day was spent. Especially record SPECIFICS of how you spent discretionary times. The more details you give the better data you have.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5:00 am							
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 am							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 pm							
1:00 am							
2:00 am							
3:00 am							
4:00 am							

At the end of the week, add up totals of the following categories: sleep, time wasters, planning, working, commuting, etc. and do an analysis/report of how many hours per week you spend in various categories.