

Daily Action Plan

Date: _____ My goals for today: _____

My activities:

8:30 _____
9:00 _____
9:30 _____
10:00 _____
10:30 _____
11:00 _____
11:30 _____
12:00 _____
12:30 _____
1:00 _____
1:30 _____
2:00 _____
2:30 _____
3:00 _____
3:30 _____
4:00 _____
4:30 _____
5:00 _____
5:30 _____
6:00 _____
6:30 _____
7:00 _____

Where is Your Time Going?

There are 168 hours in a week — how are you spending your time?

Fill in all of the activities and events in your daily life as best you can. Include time with friends and family, eating, sleeping, exercising, and entertainment.

<i>Day</i> <i>Time</i>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 a.m.							
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12 Noon							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							
12 Midnight							
1:00 a.m.							
2:00 a.m.							
3:00 a.m.							
4:00 a.m.							
5:00 a.m.							