

## Module 2 | SESSION 19

### Fast Action Step #5 - Get the Most Out of Your Schedule

*A great life is nothing more than a series of great, well-lived days strung together. ~ Robin Sharma*

#### **Fast Action Step #5 - Get the Most out of Your Schedule with the Time Tracking Journal**

The *Time Tracking Journal* helps you see objectively how and where you are currently spending time and help you evaluate how you are spending your time.

It will help you answer the questions:

1. Where is my time \_\_\_\_\_?
2. Does how I spend my time \_\_\_\_\_ for this season (of my life, work, career, etc.)?

Here is the step-by-step process for using the Time Tracking Journal:

1. Start with one \_\_\_\_\_.
2. Track every \_\_\_\_\_ minutes
3. Track the \_\_\_\_\_ day - from the time you get up until you go to bed, not just work hours
4. At the end of the first week, review all of the entries and create \_\_\_\_\_.
5. Review it with your spouse, teen or adult children, colleague or boss, assistant, close friend, or mentor
6. Get their feedback
7. Do it for two more weeks to make sure you have a solid view of how your time is spent.
8. Draft your \_\_\_\_\_ items and make the necessary changes to your schedule, *Annual Time Plan*, and *Best Week*.

### Fast Action Steps

1. Track how you're spending your time using the *Time Tracking Journal* for the next three weeks.