truPerformance™

Time tracking sheet:

Name: _____   Date:_____

Work / Professional Time: [Each square = 15 minutes. To record your time put an X in a square]

Meetings																	
Customer																	
Other Leaders																	
My Team																	
Other																	
Notes on Other																	

Communication																	
Email																	
One on One																	
Other																	
Notes on Other																	

Other (General Activities)																	
Problem Solving																	
Big To Do's																	
Putting Out Fires																	
Exercising/Resting																	
Learning																	
Travel Time																	
Other																	
Notes on other																	

trUPerformance™

Time tracking sheet:

Name: _____ Date:_____

Personal Time: [Each square = 15 minutes. To record your time put an X in a square]

Family																			
Time with Spouse / Significant Other																			
Family Meal																			
Engaged with Kids																			
Other																			
Notes on Other																			

Self																			
Exercise																			
Other																			
Notes on Other																			

Other (General Activities)																			
Time with Friends																			
Volunteering																			
Work - Job																			
Other																			
Notes on other																			

Time tracking sheet:

Name: _____ Date:_____

Directions:

1. 3-4 times during your day stop and record (to the best of your memory) how you have spent your time in the couple hours. Make notes for any 'other' time.
2. At the end of the day, total up your time for each line. Answer the following questions:

| How do you feel about your day? |
| What went well? |
| What would you change? |