



# Track Your Time

Before you work towards your ideal week, it is important to know what your actual week looks like

- All you need to do is track your time for 24 hours
- Write down each activity you did during the day. You can update this every hour or every 30 minutes.
- Try not to keep the intervals shorter than 30 minutes, you don't want to spend all your time on this activity.
- You can either track your time using Google Calendar, a notes app, or in a Google Docs or Word document.
- Once you have finished tracking your day for 24 hours (or until it's time to sleep), mark all the time that you wasted during the day
- In this case, wasted time is all the time spent doing activities that you feel you should not have done.



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- These could be activities that do not contribute to the goals you set in the previous module.
- Activities that are taking you further away from your ideal day, rather than closer to it.
- Remember that browsing the internet, watching Netflix or playing videogames are not a problem when done in moderation.
- Where you draw the line for the time you spend on such activities is upto you to decide.
- After making a note of your “wasted” time, make a note of how you intend to spend that time differently the next day
- You can spend the time on something more productive, and possibly something from your ideal week.