

★ TIME ★ JOURNAL



This worksheet is designed to help you take inventory of how you spend your most precious resource : Time

- ✓ Write down EVERYTHING you do in a day. Business & Personal. Remember the more wisely you spend your time, the more money you will make and your overall quality of life will increase exponentially.
- ✓ I recommend to set aside 20 minute intervals during the morning, afternoon and evening each day for one week so you have an exact inventory of how your time is currently being used and identify opportunities for outsourcing & delegating tasks to **GET YOUR TIME BACK!**

✓ Right now, in this moment, set 3 daily alarms at times that most suit you and your lifestyle to complete this exercise. This is very, very crucial to your success and is necessary to level up your business and lifestyle.


Here's an Example:

Morning 11:40 AM

Afternoon 4:40 PM

Evening 9:40 PM

MORNING

TASKS	APPROXIMATE TIME TO COMPLETE TASKS	DID THIS TASK MAKE YOU MONEY?	DOES THESE TASKS NEED YOUR PERSONAL TOUCH?
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
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		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
 Total Time invested:			




MORNING

 WHICH TASKS MADE YOU MONEY?

 WHICH TASKS DIDN'T MAKE YOU MONEY?

 WHICH TASKS ABSOLUTELY REQUIRE YOUR PERSONAL TOUCH?

AFTERNOON

TASKS	APPROXIMATE TIME TO COMPLETE TASKS	DID THIS TASK MAKE YOU MONEY?	DOES THESE TASKS NEED YOUR PERSONAL TOUCH?
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
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		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
 Total Time invested:			




AFTERNOON

👉 WHICH TASKS MADE YOU MONEY?

👉 WHICH TASKS DIDN'T MAKE YOU MONEY?

👉 WHICH TASKS ABSOLUTELY REQUIRE YOUR PERSONAL TOUCH?

EVENING

TASKS	APPROXIMATE TIME TO COMPLETE TASKS	DID THIS TASK MAKE YOU MONEY?	DOES THESE TASKS NEED YOUR PERSONAL TOUCH?
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
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		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
		<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO
 Total Time invested:			



EVENING

👉 WHICH TASKS MADE YOU MONEY?

👉 WHICH TASKS DIDN'T MAKE YOU MONEY?

👉 WHICH TASKS ABSOLUTELY REQUIRE YOUR PERSONAL TOUCH?
