



Time Tracker



Time Tracker Instructions



1

For an entire week, write down everything you do during each 30-minute interval: sleep, eat, social media, Netflix, drive, etc....ALL OF IT! Be detailed -- so if you're "working"...what are you doing? Checking/responding to emails; licensing paperwork; touring families; scrolling through Pinterest looking for Teacher Appreciation ideas; The more detailed and honest you are here, the more valuable this information will be.

2

Highlight the times that seem like "wasted time" so it's easy to see.

3

Now look at the tasks that are left and categorize them (EX: Email...how much time total per day; etc). Look for tasks that you could group together during a dedicated "Deep Work" block. Can you do billing all at once or are you finding yourself doing "a little here and a little there"?

4

Build your Ideal Schedule in the "Ideal Schedule" tab. Block off time to sleep; block off time to eat and exercise. Now try to be as realistic as possible about which tasks you can get done and when? Check out the "Sample Ideal Schedule" tab if you need help.

- Remember that you need to block time for "Interruptible Work" -- work that can be interrupted without impacting your productivity too much - things like your classroom check-ins, maybe event planning tasks, non-urgent emails, and phone calls.
- You'll also want to block time for "Deep Work" -- work that requires dedicated time and attention where it's best you're not interrupted unless there's an emergency!

5

Try to stick to your Ideal Schedule for a week or two. Does it work? Or do you need to tweak it? Different seasons will require different schedules. That's totally fine and normal! This should be a "working" document...not a rigid calendar.

TIME TRACKER

Start Date:

Start Time: 5:00 AM

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IDEAL SCHEDULE

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