

Time is the scarcest resource and unless it is managed nothing else can be managed. - Peter Drucker

It's really hard to find the time to work out when you really don't want to. - Jim Gaffigan



Diary of Truth

I designed this Time Diary specifically for busy people who are overwhelmed and wish for an extra hour in their days to accomplish tasks they never have time to do. When you actually do this exercise, you will have an AHA moment. Every client of mine has. You have to be honest with yourself about how you currently spend your time in order for this to be an effective tool. Remember: No one is judging you.

This exercise will become your Diary of Truth. Nobody is watching how you spend your time. You are simply recording how you spend your 24 hours to gain insight about where you can use your time more effectively. When you see your activities written down in black and white, you have a new perspective. You will learn where you over or under estimate how much time you spend on certain tasks. You will see how often you are distracted and interrupted. It becomes obvious where you can become more effective and more productive.

I know all these lines look daunting! If you really want more time in your day to do the things that are important to you, you must do this exercise. I promise you will feel less overwhelmed and more in control when you finish.

Pick 2 random days of your week that aren't typically the same for this exercise. Record exactly what you are doing every 15 minutes of your waking hours- from the moment you open your eyes until the moment you close your eyes at night. Emailing or posting to social media while in bed must be recorded! Those moments in bed in the morning or at night on your phone or ipad definitely count. Record them.

Use short descriptors for What I Did but be specific enough to see how you spent the time. The Work, Home, Play columns allow for quick visual overview of categories so the descriptors are there to record the activities. Work is anything you do related to your business. Home is anything related to running your home & personal life including grocery shopping, cooking, home maintenance, childcare. Play is any activity that is done for pleasure or exercise. Total all columns in the space provided.

Put a check mark in the left box when you are interrupted by a person or work related phone call. For the purpose of this exercise- these are Unavoidable Interruptors. Avoidable Interruptors are tasks you can delay or avoid yet distract you from work ie; frequently checking emails (due to notification button always on), personal phone calls or constantly checking social media. Time spent on the Avoidable Interruptors it is very important. You must truthfully & accurately record them in the "What I did" column. These become critical factors in your perception of how you spend your time. Once you see how often you are interrupted or distracted throughout your work day- you can change your behavior to work more effectively. Clients consider this part of the exercise "life changing!" when they see their activities truthfully written down.

Thank you for completing this Time Diary, I am excited for you to find that extra hour in your day!

