

Time Management Log

Date \_\_\_\_\_

Time	Activity	Cat #	P or U	Quad #
12:00 AM				
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Quadrants	
1	Important + urgent
2	Important + not urgent
3	Not important + urgent
4	Not important + not urgent
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<b>Rate your overall</b> evaluation of this day according to the two criteria (1=low; 10=high)  Overall productivity (how much I actually accomplished re. mission)
Overall personal satisfaction (sense of meaning, joy, etc.)

11:30 AM				
11:45 AM				
Time	Activity	Cat #	P or U	Quad #
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