

Time Inventory

Week of: _____

Time	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Activity
6:00								1. Spiritual growth
6:30								2. Reading
7:00								3. TV
7:30								4. Phone
8:00								5. Computer work
9:00								6. Internet socializing
9:30								7. Grooming
10:00								8. Meal Preparation
10:30								9. Eating
11:00								10. Dishes
11:30								11.
Noon								12.
12:30								13.
1:00								14.
1:30								15.
2:00								16.
2:30								17.
3:00								18.
3:30								19.
4:00								20.
4:30								21.
5:00								22.
5:30								23.
6:00								24.
6:30								25.
7:00								26.
7:30								27.
8:00								28.
8:30								29
9:00								30
9:30								
10:00								
10:30								

Instructions: List up to 30 activities you frequently do; I've included some common activities to get you started. Once your numbering system is worked out, you can simply write the appropriate number in the corresponding time slot. (It's easier to plug in #s then write out the activities in the limited space.) Carry this with you constantly for 1 week and jot down how you spend the better part of each half hour. Be authentic; live your typical life. The idea is to discern where your time wasters are, so they can be eliminated to create space for your home business.

Adapted from Michael LaBouef's Working Smart: How to Accomplish More in Half the Time