Further readings and templates

# Chapter 3: Time management

## Time management log

DATE:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time of day** | **What did you do?** | **Was it a good use of time?** | **Notes** |
| **6-7 am** |  |  |  |
| **7-8 am** |  |  |  |
| **8-9 am** |  |  |  |
| **9-10 am** |  |  |  |
| **10-11 am** |  |  |  |
| **11-12 am** |  |  |  |
| **12-1 pm** |  |  |  |
| **1-2 pm** |  |  |  |
| **2-3 pm** |  |  |  |
| **3-4 pm** |  |  |  |
| **4-5 pm** |  |  |  |
| **5-6 pm** |  |  |  |
| **6-7 pm** |  |  |  |
| **7-8 pm** |  |  |  |
| **8-9 pm** |  |  |  |
| **9-10 pm** |  |  |  |
| **10-11 pm** |  |  |  |
| **11 pm-12 am** |  |  |  |
| **12-1 am** |  |  |  |
| **1-2 am** |  |  |  |