

Time Management Log

Date _____

Time	Activity	Cat #	P or U	Quad #
12:00 AM				
12:15 AM				
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Quadrants	
1	Important + urgent
2	Important + not urgent
3	Not important + urgent
4	Not important + not urgent

<p>Rate your overall evaluation of this day according to the two criteria (1=low; 10=high)</p> <p>Overall productivity (how much I actually accomplished re. mission)</p>
<p>Overall personal satisfaction (sense of meaning, joy, etc.)</p>

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