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| Time | Activity | On Target 🗸 | Seat of the Pants 🗸 | Love It 🗸 | Dread It 🗸 |
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**What the Columns Mean**

**Time**

Start with your normal workday and list the time in 15-minute increments. If you’re a social media scroller and casual after hours browser, include that time as well. You’ll be surprised at how this time adds up.

**Activity**

Be as specific as you can about each activity. You’ll want to remember the details later.

**On Target**

Does this activity directly contribute to your written weekly, monthly, quarterly, and annual goals?

**Seat of the Pants**

Is this activity outside your area of expertise? Be honest with yourself. Are you doing this because you want to learn how to do it, think it can’t be that hard to figure out, or don’t have anyone on your team who can do it?

**Love It**

These are the activities that light you up every time. You have a deep sense of satisfaction when you tackle these.

**Dread It**

These are everything Love It isn’t. You do these activities because you feel like you must, but they are soul-sucking every time.

**How to Make the Most of Your Time Journal**

The purpose of this low-tech template is to help you regain control of your valuable time, contribute more of the expertise your company deserves, and create more ideal days.

At the end of this exercise, you will be able to identify opportunities to focus more of your time and energy on what matters most to you and your company.

* To get the most from this discovery, we recommend you track your time for a week.
* This is intended to be a personal exercise so be honest with yourself.
* There are no right /wrong answers, and no grades are given.
* This might feel like a distraction when you begin, but don’t give up too soon. Valuable patterns that you might not have seen before will start to emerge.
* To provide useful insights, it needs to be accurate. No half-assing it.