Morning	Date
Gratitude, 3 (Have, experience, absorb)	3 Amazing things that happened
What would make today great?	Family
	R
Affirmation	C
	M
Most Important Thing (1x1°, 2x2°,2x3°)	Oma
	Mom and Dad
	How could I have made today better?
	Score: Productivity Feel _____ Act_____ OKness _____
Evening	Lessons Learned
Achievements, 3	
	1 of: What went well? What could be adjusted?
Challenge / bad	What to stop doing? What to start doing?
	What to continue doing? Lesson Learned?
	If I only had week/month/year/5yrs?
Meditation	

WEEK

Monday	Long Rocks	Quick Rocks	Imp	@	Catch-all		
7:30 gng							
Tuesday							
7:15 RS							
Wednesday							
3:15 gc-gys							
4:45 lb-gys							
8:10 gys-h							
Thursday							
7:00 ad							
Friday							
10:15 ms							
11:00 ls							
7:30/8:00 bsg							
Saturday							
Sunday							
4:30-?? Sw							

DAY

Start	Task	Mood	A	B	C	D	E	F	Imp	@	List	
APTS											B B K L L G C	
											J P L J M	
											New	
	TOTAL											

A,B,C,D : Themes / Projects include Procrastination, Social, Diving, Checking-in, Self-Care. Only those that are used several times a day get their own column.

NOTES & Procrastination Log:

(Time, Temptation, Resisted?, Should Do, Drawn To / Escape From, Thoughts, Emotions, Justification, Duration)

MONTH – Planning and Quick Review (Circle if not On Track)

Project / Steps	Hrs	Wk1	Wk2	Wk3	Wk4	Wk5	Future Months / Seasons / Years						
TOTAL													

Only enough detail to plan time each week and whether On Track or Not. More detail for near future than far future. Include vacation, family stress (kids' exams) and coworkers' vacations – they all affect project hrs/week. Leave more unscheduled time in far future.

RECURRING

Task, Freq	Freq	Due	Last Done	Done	Done	Done
		=Last done + Freq	=max(cells to the right)	Date		

Sprint Time Log – by Theme and Project

Project or Theme	A	B	C	D	E	F	G	H	I	J	K
Min / Max Day											
Min / Max Week											
Min / Max Sprint											
Mon											
Tues											
Wed											
Thur											
Fri											
Sat											
Sun											
TOTAL WEEK											
FRN OF GOAL MET											
HRS REMAINING											
Mon											
Tues											
Wed											
Thur											
Fri											
Sat											
Sun											
TOTAL WEEK											
TOTAL SPRINT											
HRS REMAINING											
FRN OF GOAL MET											

Most projects do not have formal min/max goals, but it’s always a useful question.

DAILY SUMMARIES

DATE	11-27 Mon	11-28 Tue	11-29 Wed	11-30 Thu
Lights Out	11.25	10.25		
Wake	6.00	7.00		
Hrs Insomnia	2.00	0.50		
Hrs Sleep	4.75	8.25		
Tot hrs on task	8.17	8.07		
Hrs apts (forced focus)	0.00	0.00		
Hrs unpl prod	0.25	0.00		
Notes	v tired	essays		
Notes 2				
Prod feel	7	8		
OKness	8	8		
Aerobics	0	0		
Planning and Logs	7	10		
Journal	7	10		
Meditate	5	7		
Craft	0	0		
Pocket	10	10		
Social / Friends	0	0		
Email triage	10	10		
Email session	0	0		
Desk tidy	2	0		
Cptr mosq	8	10		
Errands	0	5		
Project A	0	0		
Project B	0	0		
Project C	10	10		
Errands	0	0		
Today did I do my best to (M Goldsmith)				
Set clear goals	10	9		
Make prog to each goal	10	8		
Find meaning	2	3		
Be happy	5	6		
Build +ve relationships	5	8		
Be fully engaged	8	7		
Support M				
Support R				
Eat healthy				
Wheel of Life / Roles				
Family	5	7		
Friends	5	5		
Spirituality	6	7		
Marriage	10	8		
Fun, recreation	5	6		
Giving / contribution	5	3		
Living space	4	5		
Health & fitness	4	3		

Colour is automatic, using Conditional Formatting.

0=No work. 5=Daily goal + 1 thing. 10=Entire week's worth at once. I prefer 0-10 over 0-3.

Roles is how I feel about my overall investment, not how I did today.