

Activity Tracker | Daily

Write in the time at fifteen-minute intervals. Document the activity that you are doing every fifteen minutes, including interruptions and the nature of the interruption (telephone, in person). At end of the day, make a note of whether the activity was Urgent (U = appeared to require attention immediately) or Important (I = contributes to your significant goals, values, vision etc.). Also, write in any lessons learned or observations in the comments column.

Date:			
Minutes	Activity	Comments	I/U

I = Important, Valuable

U = Urgent, But Not Valuable

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