

# DAILY TIME JOURNAL



To boost your productivity, you must identify your Magic Time and your biggest obstacles. Use this timeline to write down what you are doing and how you are feeling in 20-minute increments.

5:00 AM \_\_\_\_\_

5:20 AM \_\_\_\_\_

5:40 AM \_\_\_\_\_

6:00 AM \_\_\_\_\_

6:20 AM \_\_\_\_\_

6:40 AM \_\_\_\_\_

7:00 AM \_\_\_\_\_

7:20 AM \_\_\_\_\_

7:40 AM \_\_\_\_\_

8:00 AM \_\_\_\_\_

8:20 AM \_\_\_\_\_

8:40 AM \_\_\_\_\_

9:00 AM \_\_\_\_\_

9:20 AM \_\_\_\_\_

9:40 AM \_\_\_\_\_

10:00 AM \_\_\_\_\_

10:20 AM \_\_\_\_\_

10:40 AM \_\_\_\_\_

11:00 AM \_\_\_\_\_

11:20 AM \_\_\_\_\_

11:40 AM \_\_\_\_\_

12:00 PM \_\_\_\_\_  
12:20 PM \_\_\_\_\_  
12:40 PM \_\_\_\_\_  
1:00 PM \_\_\_\_\_  
1:20 PM \_\_\_\_\_  
1:40 PM \_\_\_\_\_  
2:00 PM \_\_\_\_\_  
2:20 PM \_\_\_\_\_  
2:40 PM \_\_\_\_\_  
3:00 PM \_\_\_\_\_  
3:20 PM \_\_\_\_\_  
3:40 PM \_\_\_\_\_  
4:00 PM \_\_\_\_\_  
4:20 PM \_\_\_\_\_  
4:40 PM \_\_\_\_\_  
5:00 PM \_\_\_\_\_  
5:20 PM \_\_\_\_\_  
5:40 PM \_\_\_\_\_  
6:00 PM \_\_\_\_\_  
6:20 PM \_\_\_\_\_  
6:40 PM \_\_\_\_\_

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8:40 PM \_\_\_\_\_

9:00 PM \_\_\_\_\_

9:20 PM \_\_\_\_\_

9:40 PM \_\_\_\_\_

10:00 PM \_\_\_\_\_

10:20 PM \_\_\_\_\_

10:40 PM \_\_\_\_\_

11:00 PM \_\_\_\_\_

***This tool will help you identify lapses in productivity in order to set goals and make improvements.***

