

HOW DID YOU SPEND YOUR TIME?

DATES: _____

For a one week period, write down all of your career and professional activities. Include meetings (scheduled and unscheduled), e-mails, administration, staff management, work on projects/budgets/writing, commuting, networking, trainings, etc.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
a.m.	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.
p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
eve	eve	eve	eve	eve	eve	eve