ENTRELEADER TIME-TRACKER

EntreLeadership®
MONTHLY GAME PLAN

1 Choose an average week. Print a copy of this chart or fill in the template below.

2 Write down what you are doing in 30-minute increments. Be specific.

3 Rank each activity:
1: important and urgent
2: important and not urgent
3: not important but urgent
4: not important and not urgent

4 Repeat this process each day. By the end of the week, you'll have a clear picture of how you spend your time and what needs to be delegated.

Time	Monday	Rank	Tuesday	Rank	Wednesday	Rank	Thursday	Rank	Friday	Rank
8:00 AM										
8:30 AM										
9:00 AM										
9:30 AM										
10:00 AM										
10:30 AM										
11:00 AM										
11:30 AM										
Noon										
12:30 PM										
1:00 PM										
1:30 PM										
2:00 PM										
2:30 PM										
3:00 PM										
3:30 PM										
4:00 PM										
4:30 PM										
5:00 PM										
5:30 PM										
6:00 PM										