PERSONAL MANAGEMENT TIME/TASK LOG

Day: _____

5.00 – 5.15am		10.45 – 11.00am		4.30 – 4.45pm	
5.15 – 5.30am		11.00 – 11.15am		4.45 – 5.00pm	
5.30 – 5.45am		11.15 – 11.30am		5.00 – 5.15pm	
5.45 – 6.00am		11.30 - 11.45am		5.15 – 5.30pm	
6.00 – 6.15am		11.45am – 12pm		5.30 – 5.45pm	
6.15 – 6.30am		12 – 12.15pm		5.45 – 6.00pm	
6.30 – 6.45am		12.15 – 12.30pm		6.00 – 6.15pm	
6.45 – 7.00am		12.30 – 12.45pm		6.15 – 6.30pm	
7.00 – 7.15am		12.45 – 1pm		6.30 – 6.45pm	
7.15 – 7.30am		1.00 – 1.15pm		6.45 – 7.00pm	
7.30 – 7.45am		1.15 – 1.30pm		7.00 – 7.15pm	
7.45 – 8.00am		1.30 – 1.45pm		7.15 – 7.30pm	
8.00 – 8.15am		1.45 – 2.00pm		7.30 – 7.45pm	
8.15 – 8.30am		2.00 – 2.15pm		7.45 – 8.00pm	
8.30 – 8.45am		2.15 – 2.30pm		8.00 – 8.15pm	
8.45 – 9.00am		2.30 – 2.45pm		8.15 – 8.30pm	
9.00 – 9.15am		2.45 – 3.00pm		8.30 – 8.45pm	
9:15 – 9:30am		3.00 – 3.15pm		8.45 – 9pm	
9.30 – 9.45am		3.15 – 3.30pm		9 – 9.15pm	
9.45 – 10.00am		3.30 – 3.45pm		9.15 – 9.30pm	
10.00 – 10.15am		3.45 – 4.00pm		9.30 – 9.45pm	
10.15 – 10.30am		4.00 – 4.15pm		9.45 – 10pm	
10.30 – 10.45am		4.15 – 4.30pm		10 – 10.15pm	

Billable Hours **Productive Hours** **Wasted Time** **Household/Home**

PURIS CONSULTING