



Day and activity analysis sheet

for seminar: „Active time management and self-management“ with Uwe Freund

Date: _____

Name: _____

Main goal: _____

Achieved in the end of the day? Yes No

Time	Activity	Pers. Phone Email Letter	Time consumer? Disruption? Distraction?	Necessary? Unique? Urgent? Self?	What can I improve in the future?
06:00 06:10 06:20 06:30 06:40 06:50					
07:00 07:10 07:20 07:30 07:40 07:50					
08:00 08:10 08:20 08:30 08:40 08:50					
09:00 09:10 09:20 09:30 09:40 09:50					
10:00 10:10 10:20 10:30 10:40 10:50					



Time	Activity	Pers. Phone Email Letter	Time consumer? Disruption? Distraction?	Necessary? Unique? Urgent? Self?	What can I improve in the future?
11:00 11:10 11:20 11:30 11:40 11:50					
12:00 12:10 12:20 12:30 12:40 12:50					
13:00 13:10 13:20 13:30 13:40 13:50					
14:00 14:10 14:20 14:30 14:40 14:50					
15:00 15:10 15:20 15:30 15:40 15:50					
16:00 16:10 16:20 16:30 16:40 16:50					
17:00 17:10 17:20 17:30 17:40 17:50					



Time	Activity	Pers. Phone Email Letter	Time consumer? Disruption? Distraction?	Necessary? Unique? Urgent? Self?	What can I improve in the future?
18:00 18:10 18:20 18:30 18:40 18:50					
19:00 19:10 19:20 19:30 19:40 19:50					
20:00 20:10 20:20 20:30 20:40 20:50					