

Sample Daily Time Log

Monday, January 18

| START | FINISH | TOTAL | CATEGORY | TASK |
|-------|--------|-------|---------------|--|
| 6:00 | 7:00 | 1 | Write | Work toward book deadline |
| 7:00 | 8:00 | 1 | Family | Breakfast with family; everyone dressed and ready for dog walk |
| 8:00 | 9:00 | 1 | Family | Dog walk with the family |
| 9:15 | 12:45 | 3.5 | Biz: teaching | Respond to student poems |
| 12:45 | 1:00 | .25 | Family | Visit with family / lunch |
| 1:00 | 2:30 | 1.5 | Biz: platform | Proofed and polished article for Read Write Poem. Prepared to teach class on the radio. Created blog post about upcoming readings. Responded to requests from writing community. |
| 2:30 | 6:00 | 3.5 | Biz: clients | Started first draft of SW website. (15 minute break in the middle for family visit) |
| 6:00 | 7:00 | 1 | Family | Baby dinner, bath, to sleep |
| 7:00 | 8:00 | 1 | Family | Dinner; family visit; talk on the phone; clean up the house |
| 8:00 | 10:45 | 2.75 | Write | Work toward book deadline |
| 10:45 | 11:00 | .25 | Personal | Clean up office; prepare for tomorrow |
| 11:00 | 11:30 | .5 | Self-care | Bath; read; meditate |
| 11:30 | 6:00 | 6.5 | Sleep | Muse, muse, go away—come again some other day! In fact, meet me in my office at 6:00 a.m. with a new batch of fabulous insights! |