

PERSONAL TIME SCHEDULE

T I M E	WHAT I DO	WHAT I OUGHT TO DO
6:00 – 7:00 A.M.	SLEEP	
7:00 – 8:00 A.M.		
8:00 – 9:00 A.M.		
9:00 – 10:00 A.M.		
10:00 – 11:00 A.M.		
11:00 – 12:00 A.M.		
NOON – 1:00 P.M.	EAT LUNCH	
1:00 – 2:00 P.M.		
2:00 – 3:00 P.M.		
3:00 – 4:00 P.M.		
4:00 – 5:00 P.M.		
5:00 – 6:00 P.M.		
6:00 – 7:00 P.M.	EAT DINNER	
7:00 – 8:00 P.M.		
8:00 – 9:00 P.M.		
9:00 – 10:00 P.M.		
10:00 – 11:00 P.M.		
11:00 – 12:00 P.M.	SLEEP	
MIDNIGHT – 1:00 A.M.	SLEEP	
1:00 – 2:00 A.M.	SLEEP	
2:00 – 3:00 A.M.	SLEEP	
3:00 – 4:00 A.M.	SLEEP	
4:00 – 5:00 A.M.	SLEEP	
5:00 – 6:00 A.M.	SLEEP	

Be blatantly honest with column one. When you have completed your Personal Time Schedule for the entire day, you will be amazed at how much available time you have wasted.