



On your Daily Time Tracking sheet, add the number of hours spent on each activity and record your totals in the table below.

Activity Type	Total Hours Spent
Total Hours Recorded:	

Still using your Daily Time Tracking sheet, determine how many hours were spent on activities that have a short-term versus a long-term impact.

Laundry, for example, has a short-term impact while reorganizing a closet has a long-term impact if the changes are sustainable over time.

	Short-Term Impact	Long-Term Impact
Number of Hours		
Percent of Total Hours Recorded		