

Date

# Time Management Matrix

1am	2am	3am	4am	5am	6am	7am	Gratitude List
12am	My Number 1 Goal	Activities		Why?		8am	
11pm	What am I going to do today?					9am	
10pm						10am	
9pm	Successes today					11am	
8pm						12pm	
7pm	6pm	5pm	4pm	3pm	2pm	1pm	What could I improve?