**My Standard Day – Time Sheet – ………………. (date)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Column 1 | Column 2 | Column 3 | Column 4 |
| **Time spent** | **Task** | **Must/Want/Delegate/Reject** | **$ Spend** | **Costs** |
| 5–6am |  |  |  |  |
| 6–7am | 10 mins shower  10 mins breakfast  20 mins making school lunches  20 mins drive school |  |  |  |
| 7–8am | 8 mins email  2 mins chat staff  25 mins meeting  5 mins email  20 mins meeting |  |  |  |
| 8–9am |  |  |  |  |
| 9–10am |  |  |  |  |
| 10–11am |  |  |  |  |
| 11–12noon |  |  |  |  |
| noon–1pm |  |  |  |  |
| 1–2pm |  |  |  |  |
| 2–3pm |  |  |  |  |
| 3–4pm |  |  |  |  |
| 4–5pm |  |  |  |  |
| 5–6pm |  |  |  |  |
| 6–7pm |  |  |  |  |
| 7–8pm |  |  |  |  |
| 8–9pm |  |  |  |  |
| 9–10pm |  |  |  |  |
| 10–11pm |  |  |  |  |
| 11–12mn |  |  |  |  |
| 12–1am |  |  |  |  |