





**Exercise 2: Over the next 7 days, fill out this Daily Activity Log. Include when you are sleeping, working, cooking dinner, or even feeding the dog! Everything you do goes on these sheets.**

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**Exercise 3a** How do you feel after those 7 days? Now, here comes the fun stuff. Remember Exercise 1 where we took 3 highlighters and picked our top 3 priorities? Using the same color highlighters, based on your priorities go through your Daily Activity Log and highlight all the activities that pertain to that priority.

Example: Your priority is your family and you used a yellow highlighter. In your Daily Activity Log, go through and highlight everything that had to do with family in yellow, such as driving the kids to school, helping with homework, cooking them dinner, etc.

**Exercise 3b:** Now take a red pen and circle anything over these past 7 days that did not pertain to your top 3 priorities.

**Exercise 3c:** Now it is time to analyze. Count up all the hours that you circled red. How many hours do you have?

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Now, how much of the allocated 45 hours a week do you spend on your priorities vs. not on your priorities? This is exactly how we will learn how to take control of our time!