

Where the Hours Went

Track one day honestly to see where your time and attention actually go.

WHEN TO USE THIS

Use this on an ordinary day, filling it in as you go rather than at the end.

Every couple of hours, write down what you were doing and how sharp you felt.

TIME	WHAT YOU DID	SHARP OR FOGGY

When were you sharpest today? When were you at your foggiest?

Knowing that, what kind of work belongs in your sharp hours?

One day is a snapshot, not proof. If it is useful, do it again another day and compare.

Working with your own hours goes better than working against them.