



<b>TIER 3: HOURLY + APPOINTMENTS (See Next Tabs)</b>								

# HOUR BY HOUR TIME MANAGEMENT SYSTEM (Tier 3)

**Date:**

Time	Activities/ Tasks/ Focus	Time	Activities/ Tasks/ Focus
7:00am	AM ROUTINE	3:00pm	StartUp proposal
7:15am		3:15pm	
7:30am		3:30pm	
7:45am		3:45pm	
8:00am		4:00pm	
8:15am		4:15pm	
8:30am		4:30pm	
8:45am		4:45pm	
9:00am	Pay Amex, client X proposal	5:00pm	
9:15am	respond to 10 emails	5:15pm	
9:30am		5:30pm	Grocery Shopping
9:45am		5:45pm	
10:00am		6:00pm	
10:15am		6:15pm	
10:30am		6:30pm	
10:45am		6:45pm	Exercise
11:00am		7:00pm	
11:15am		7:15pm	
11:30am	Mngr mtg Prep, call oven warranty	7:30pm	
11:45am	Call Jon	7:45pm	
12:00pm		8:00pm	Dinner with Friends
12:15pm		8:15pm	
12:30pm		8:30pm	
12:45pm	Make 5 sales calls, call grandma	8:45pm	
1:00pm		9:00pm	
1:15pm		9:15pm	
1:30pm		9:30pm	
1:45pm		9:45pm	
2:00pm		10:00pm	Work on Tier 2 & 3 for Tommorrow

2:15pm	Lunch	10:15pm	
2:30pm		10:30pm	
2:45pm		10:45pm	

Entered?	Tasks	Time (min)
yes	1. Pay Amex	5-10
yes	2. f/u client X proposal	45-60
yes	3. Call jon	10-20
yes	4 prep for manager mtg	30-45
yes	5 finish Startup proposal	90-120
yes	6. call re oven warranty	15-25
yes	7. make 5 sales calls	60-75
yes	9. grocery shopping	30-45
yes	10. respond to 10 old email	30-45
yes	11. call grandma	10

# HOUR BY HOUR TIME MANAGEMENT SYSTEM (Tier 3)

<b>Date:</b>									
<b>Time</b>	<b>Activities/ Tasks/ Focus</b>	<b>Time</b>	<b>Activities/ Tasks/ Focus</b>						
7:00am		3:00pm							
7:15am		3:15pm							
7:30am		3:30pm							
7:45am		3:45pm							
8:00am		4:00pm							
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1:45pm		9:45pm							
2:00pm		10:00pm							



