


Time Management Journal



A 30-Day Guided Journal



Table / Log

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How to Use This Journal

Welcome to your journal! Here are some tips to get the most out of it:

- 1 Set aside a few minutes each day to write
- 2 Be honest and write freely without judgment
- 3 Try to write at the same time each day to build a habit
- 4 Review your entries weekly to notice patterns

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- Before starting a task, log the date, task name, category, and your estimated duration
 - After finishing, record the actual duration and rate your energy/focus (High, Med, Low)
 - Note the outcome — what got done, what got blocked, what to carry forward
 - Review weekly: look for patterns in over- or under-estimated tasks and low-focus periods
 - Use category totals to see where your hours are really going each week



Scan for a detailed guide on how to use this journal

