

		PRODUCTIVITY TRACKER for everyone – How are you using your time?
DATE:		Activity/Goal
I	6am	
II	6:30am	
III	7am	
IV	7:30am	
V	8am	
VI	8:30am	
VII	9am	
VIII	9:30am	
IX	10am	
X	10:30am	
XI	11am	
XII	12pm	
XIII	12:30pm	
XIV	1pm	
XV	1:30pm	
XVI	2pm	
XVII	2:30pm	
XVIII	3pm	
XIX	3:30pm	
XX	4pm	
XXI	4:30pm	
XXII	5pm	
XXIII	5:30pm	
XXIV	6pm	
XXV	6:30pm	
XXVI	7pm	
XXVII	7:30pm	
XXVIII	8pm	
XXIX	8:30pm	
	9pm	SLEEP (highly recommended to get 10-11 hours of sleep)

In a world of excessive distractions, people could easily spend hours of their time doing things that are not productive and things that don't build up. This basic daily tool is designed to help people be proactive about how they use their time. Since we are called to be salt and light, it makes sense to be intentional with how we use this time we have been given. I hope this tool enables people to increase their productivity as they seek to live lives that make sense.

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Remember to include all the items for each day. Reading, eating, meetings, writing, taking naps, calling friends, visiting friends, extra study, writing letters to friends.