

# 7-Day Time Clarity Template

For one  
honest  
At the  
that yo

## How to use this template

Week of: \_\_\_\_\_

### DAILY TIME LOG

**Monday**

Date: \_\_\_\_\_

Energy Level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ Invisible work spotted today (tasks nobody sees but you do):

## Tuesday

Date: \_\_\_\_\_

Energy Level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ Invisible work spotted today (tasks nobody sees but you do):

## Wednesday

Date: \_\_\_\_\_

Energy Level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ Invisible work spotted today (tasks nobody sees but you do):

## Thursday

Date: \_\_\_\_\_

Energy Level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ Invisible work spotted today (tasks nobody sees but you do):

## Friday

Date: \_\_\_\_\_

Energy Level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ Invisible work spotted today (tasks nobody sees but you do):

## Saturday

Date: \_\_\_\_\_

Energy Level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ Invisible work spotted today (tasks nobody sees but you do):

## Sunday

Date: \_\_\_\_\_

Energy Level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ Invisible work spotted today (tasks nobody sees but you do):

**WEEKLY REFLECTION**

**Weekly Reflection**

Complete after logging all 7 days. This is where the real work begins.

**What surprised you most about where your time went?**

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**Top 3 tasks to eliminate, delegate, or automate: 1. 2. 3.**

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**When did you feel most energized and focused?**

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**When did you feel most drained or scattered?**

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**If you could redesign next week with this data, what would change?**

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