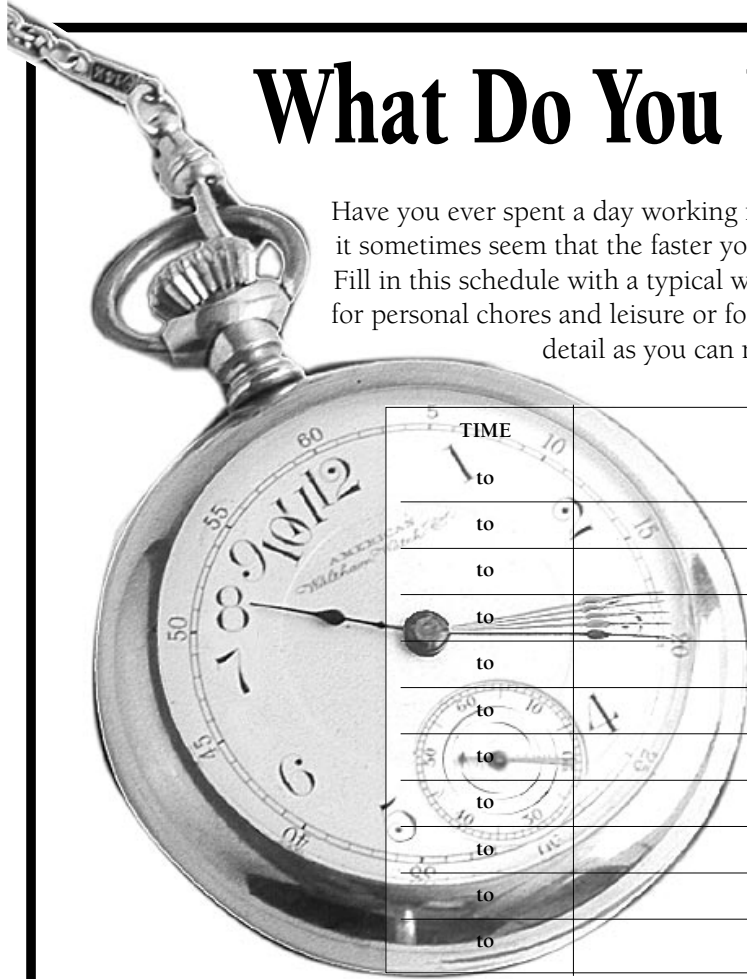




What Do You Do All Day?

Have you ever spent a day working frantically and got nothing done? Does it sometimes seem that the faster you work, the farther behind you get? Fill in this schedule with a typical workday's activities. Include time used for personal chores and leisure or for just doing nothing. Supply as much detail as you can recall:



| TIME | ACTIVITY |
|------|----------|
| to | |
| to | |
| to | |
| to | |
| to | |
| to | |
| to | |
| to | |
| to | |
| to | |

Are there areas you could consolidate into one time slot? Time wasted *between* productive tasks? Time used inefficiently because high-energy work was scheduled during your low-energy time of day? Activities that really should have been postponed to another time? Jot down a few ways you could rearrange your day to make it more efficient.

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Sometimes it turns out that reality doesn't fit our recollections of what we do all day. Try repeating this exercise for one particular day, filling out the schedule as you go through the day. Was there a close match between what you thought was your "typical" day and what turned out to be your actual day?