

# TIME MANAGEMENT TRACKER

Week Of: \_\_\_\_\_

| HABIT / ROUTINE              | MON | TUE | WED | THU | FRI | SAT | SUN |
|------------------------------|-----|-----|-----|-----|-----|-----|-----|
| Deep Work (90 min blocks)    |     |     |     |     |     |     |     |
| Email Batching (2x daily)    |     |     |     |     |     |     |     |
| Priority Planning (Top 3)    |     |     |     |     |     |     |     |
| Zero Inbox / Desktop         |     |     |     |     |     |     |     |
| Pomodoro Sessions (4+)       |     |     |     |     |     |     |     |
| Morning Routine Met          |     |     |     |     |     |     |     |
| No Social Media (Work Hours) |     |     |     |     |     |     |     |

WEEKLY WINS

FOCUS AREAS FOR NEXT WEEK