

# Your time Buttoned Up.™

Ever wonder where your day goes? Try keeping track of what you do in thirty minute increments this week. We'll bet you'll discover at least an hour every day that you could be using to do something more productive. That adds up quickly (two full weeks a year).

green:  
very  
productive



orange:  
moderately  
productive



red:  
wasted  
time



week of:

time	monday	tuesday	wednesday	thursday	friday	saturday	sunday
5 am	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
5:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
6:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
6:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
7:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
7:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
8:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
8:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
9:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
9:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
10:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
10:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
11:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
11:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
12 pm	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
12:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
1:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
1:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
2:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
2:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
3:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
3:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
4:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
4:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
5:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
5:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
6:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
6:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
7:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
7:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
8:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
8:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
9:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
9:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
10:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
10:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
11:00	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
11:30	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
12 am	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●