

## Inherent Excellence™ Day Tracker

**Instructions:** Note what you do throughout the day. See where your day is going. At the end of the day, put a plus next to those activities that give you energy and a minus next to those that drain. A pattern should emerge. What can you drop off, like television, hours reading email? What's missing from your schedule, like exercise, meditation, going for a short walk? What percentage of your time are you spending on those activities that support your purpose, who you are, your vision for the future? What would be a better schedule?

Here's the #1 rule of time management: Focus on the high impact activities and the low impact time wasters, the interruptions, will slowly go away!

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