# How do you use your time?

Where does time go? Try filling in this daily hourly time-use grid to get a proper idea of what takes up your time. One day may be enough of an eye-opener but try to do it for up to 2 days, and be honest!

Once you have a better idea of where your time goes you can focus your efforts to manage your time and work more effectively.

Fill in the start time you get up. Set an hourly alarm, (perhaps on your mobile), and write in what you have done every hour until you go to bed!

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