

Misc: \_\_\_\_\_

# ACTIVITY LOG

DATE \_\_\_\_\_

	Activity Code										Activity Description
	\$	B	A	N	S	E	F	C	X		
<b>6:00 AM</b>											
6:15 AM											
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	Activity Code										Activity Description
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**Activity Codes:**

- |                             |   |
|-----------------------------|---|
| Business: \$ = Money Making | (face to face with clients & Hot Prospects)             |
| B = Business Dev.           | (ad writing, prospect calls)                            |
| A = Administrative          | (meetings, reports, mortgage details, closings)         |
| Personal: N = Necessities   | (eating, grooming, medical)                             |
| S = Self/Soul               | (exercise, church, hobby, meditate)                     |
| E = Education               | (skills development, academic, professional)            |
| Other: F = Family           | (Outings, gatherings, one-on-one, tending, caring)      |
| C = Civic                   | (charitable, civic activities)                          |
| X = Target Time             | (chit chat, watching TV, house cleaning, parties, lawn) |

**Count**


Sleep assumed be 8 hrs (approx 33% of a day). Record more than 8 hrs as Target Time (code X)

Each activity code count equals approximately one percent of your total day's time.