

Time and Energy Tracker

Follow the steps to allow yourself to reflect on how your time and energy are spent during the week



- 1 After completing an activity, write it in the appropriate space below.
- 2 Use a highlighter to mark what your energy level felt like during that period: high (green), medium (yellow), or low (red). Notice if there is a relationship between doing the activity and your energy level.
- 3 Review your week and note any patterns. For example, you may find that afternoons are low energy zones, regardless of the activity. Or that a particular activity consistently raises your energy, no matter when you do it. These insights can help you plan your activities more strategically.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4 am							4:00
5 am							5:00
6 am							6:00
7 am							7:00
8 am							8:00
9 am							9:00
10 am							10:00
11 am							11:00
12 pm							12:00
1 pm							13:00
2 pm							14:00
3 pm							15:00
4 pm							16:00
5 pm							17:00
6 pm							18:00
7 pm							19:00
8 pm							20:00
9 pm							21:00
10 pm							22:00
11 pm							23:00

If you would like to share feedback or receive help with this worksheet, get in touch at coaching@witten.kim. Or visit witten.kim for info on coaching