

# Make Time Work For You 7-Day Challenge



Mairéad Kelly  
Mumpreneur Support  
Network

Welcome... to the **Make Time Work For You 7-Day Challenge**. I'm really pleased that you have decided to join us and take back control of your time.

It is quite normal for me to hear Mum/Mom business owners, just like you, bemoan not having enough time to get every thing done that needs to be done in their day. This usually leads to overwhelm, stress and often guilt as both a business owner and a Mum/Mom and it really doesn't have to be this way.

I know, from experience, that this **IS** something that is possible to master. It does take commitment though.

Make sure to print off this workbook and use it everyday over the next seven days to record and track your progress.

Also make sure to join in the conversation over on the Facebook group.



Mairéad Kelly

To be able to master your time you need to keep track of **HOW** you are currently using it.

The workbook is exactly for that purpose.

Start from the time that you get up in the morning and keep track throughout the day until you go to bed.

Getting up time and going to bed times vary from person to person and sometimes from day to day for each person so I have left it up to you to fill in the times. It only takes a few seconds to fill it in as you go.

Studies have shown that when we fill in a record at the end of the day that we tend to only remember about 60% accurately, so fill it in **as you go**, this way you will have a clear **accurate** picture of just where you are spending your time.

**Keep track of everything!**

Family, work, children, leisure activities, don't leave anything out.

The best way to use this Time Tracker Diary is to :

- Take note of the time you begin something
- Take note of the time you finish something
- Name of the task you are currently on
- Rate the task order of importance on a scale of 1 – 5,

1- urgent

2- very important

3- important

4- not important

5- routine but not important

So...let's get started...

# Time Track Diary

Day 1

Start	End	Task	Rate

# Time Track Diary

Day 2

Start	End	Task	Rate

# Time Track Diary

Day 3			
Start	End	Task	Rate

# Time Track Diary

Day 4

Start	End	Task	Rate



# Time Track Diary

Day 5

Start	End	Task	Rate

# Time Track Diary

Day 6

Start	End	Task	Rate

# Time Track Diary

## Day 7

Start	End	Task	Rate

# Time Track Diary

Spare Sheet			
Start	End	Task	Rate