

Product Time Tracking Table

Below the blank table, you'll see two sample tables to show you what the table might look like at the beginning of the week (with the first three columns completed) and at the end of the week (with the remaining columns completed). This tracking table assumes a standard commitment of 15 minutes a day, five days a week, so only target times are listed.

Date and Time	Intended Target Time	What I intend to work on (Target task)	Actual Time	What I actually did	Reward	How I feel about today's writing	What I want to focus on next time

Date and Time	Intended Target Time	What I intend to work on (Target task)	Actual Time	What I actually did	Reward	How I feel about today's writing	What I want to focus on next time
Monday 5/24/10	1 hour 9:30 – 10:30 am	Revise Place of Refuge					
Tuesday 5/25/10	15 min 4 – 4:15 pm	Revise Place of Refuge					
Wed 5/26/10	2 hours 11:30 am– 1:30 pm	Research exercise effects on brain					
Thursday 5/27/10	2.5 hours 1 – 3:30 pm	Cluster ideas for Self- Care chapter of AWB					
Friday 5/28/10	1 hour 3 – 4 pm	Gather freewrites and relevant class notes t for Self-Care chapter of AWB					

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OFFENDING COMMAND:

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