Time	Notes on Tasks, Accomplishments, Distractions, Etc...

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Time tracking and productivity journaling exercise worksheets from VAhelper.com

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What do I do in a typical day? What tasks do I do regularly that I don't think about doing?

My top 5 Productivity habit-wasters are:

1. _____

2. _____

3. _____

4. _____

5. _____

Which is emotional, mindset, or action-based habits? What is the trigger? Is it boredom, stress, negative self-talk, or something else?

Emotional-based

Mindset-based

Action-based

What habits do I have that are causing me to waste time? Am I multi-tasking or taking on too much stuff at once?

What triggers do I have that cause me to have bad productivity habits?

Is stress causing the bad habit? How can I reduce the stress or learn to deal with it differently?

Am I bored with the task? Is it causing the bad habit? If so, what will motivate me to do the task?

Are specific beliefs or thoughts the reason behind my bad productivity habit? What are they?

How can I change these old habits into new productive ones?

Am I having trouble making a decision? What can I do to help me make decisions quickly? Can I set deadlines to make decision making easier?

Do I have the bad habit of doing the easy stuff first? Is this keeping me from working on the important things in my goals? How can I put the hard and important tasks first in my day?

Is social media and responding to emails taking up too much of my time? Do I get sucked in to conversations on social media, spending hours there without even realizing it? How can I limit the amount of time that I spend checking and responding to emails and social media?

Do I procrastinate on tasks? What is causing me to put tasks off? What can I do to motivate myself to do the task? Is it something I can outsource or delegate? Can I break the task up into smaller steps?

Which habit do I want to change first? Is this one causing the worst of my productivity problems? What needs to happen to begin changing it?

How can I gradually change this bad habit? Can I set a time limit; use certain tools or some other resource to help me?

Can I change the trigger that is causing the bad habit? Is the trigger an emotional, mindset, or action-based factor? Is it stress, boredom or something else?

Do I have a plan, goal, or strategy to help me change the bad habit? How can I implement it each day?

Is there a good habit I can easily replace the bad habit with? Am I motivated to do the new habit until it becomes a habit?