Room for Life
Professional Organizer

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Activity Tracking Worksheet

To see where your time goes, keep track of your activities for a week in the first column. Then, write in which of your values and priorities each activity supports. Finally, reevaluate each and decide if you want to continue that activity or release it. Refer back to your values worksheet to see if there are values that are missing from your activities; how might you make time for those?

Activity	Value	Priority	Keep	Release