

24/7 TIME LOG

The 24/7 time log is similar to a food diary or a sleep diary. Use it to track your time and activities over 24 hours for seven days. List your activities by hours and categorize them into three major buckets, with subcategories if desired. The first bucket is "S" for sleep: Start with the time you go to bed and track until you get up. The second is "M" for me: Record any activities you do primarily for yourself, such as exercise, reading, reflection, eating, or any other purposeful self time. The last is "O" for others: Record any activities you do primarily for family, friends, community, work, or school. Some activities may overlap multiple categories, and you can decide if you are doing them primarily for yourself or others. Assign a plus sign (+) to each hour of activity to indicate if that time frame is consistent with your current priorities and values or a minus sign (-) to indicate if it is not.

The goal is to help you manage your time by visualizing how you spend it, observing patterns, and recognizing areas of imbalance.

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
Activities										
0:00										
1:00										
2:00										
3:00										
4:00										
5:00										
6:00										
7:00										
8:00										
9:00										
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11:00										
12:00										
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14:00										
15:00										
16:00										
17:00										
18:00										
19:00										
20:00										
21:00										
22:00										
23:00										
Category totals								Weekly total	Daily average	
S										
M										
O										

S = sleep; **M** = me time; **O** = other-time; **+** = aligns with current priorities and values; **-** = does not align with current priorities and values

After you complete the time check, analyze your results and reflect on the following questions:

1. What was your experience completing a 24/7 time check?
2. What went well?
3. What did you observe over the week?
4. Did you notice any patterns in your day?
5. What surprised you?
6. What did you learn about your time? Does it represent the priorities and values you have?
7. What might you change or do differently to reallocate your time to your priorities and values?



FPM Toolbox To find more practice resources, visit <https://www.aafp.org/fpm/toolbox>.

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