



Time

INVESTMENT

Be More Peaceful & Productive
as You Achieve Your Goals



Templates
Tracking Projects & Priorities

Email Support: esaunders@reallife.com

Copyright © 2015, Real Life E® Elizabeth Grace Saunders



Goals & Accountability Tracking

Vision Statement:

Long Term Goals	Date to Complete
Current Goals	Date to Complete

At My Best:

Daily Ritual	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Goal Met?	Notes
Weekly Rituals									

This week's focus:



Tracking Dashboard

Hours	Example	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly
Hours in the Office	start end								
Actual Working Time									
Reading Time									
Thinking Work									
To Do's									
Volunteer Time									
Meeting Time									
Outreach									
Outcomes									
Inbox to Zero									
Nap									
Workout									
Meditation									
Daily Planning									
Weekly Planning									
Weekly Goals	1								
	2								
	3								
Goals									
# of People I Call	goal								
	actual								
# of People I Meet	goal								
	actual								
Meetings with Friends	goal								
	actual								
# of Potential Clients	goal								
	actual								
# of New Clients	goal								
	actual								
\$ Revenue Banked	goal								
	actual								