

DOCUMENTING YOUR WRITING TIME AND TASKS

Calendar for Actual Time Spent Writing This Week

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
5:00 a.m.							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 p.m.							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 a.m.							
1:00							
2:00							
3:00							
4:00							
Total minutes							
Tasks completed							

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