Balanced Time Tracker Sample

Week of _____

Days	1	2	3	4	5	6	7	HRS
Online Biz Development (8 hrs x 3 days, M,W F)								
25% -**Revenue Generation** - (Traffic/Listbuild/JV Team build) _____								1
_____								2
25% - **Web Development** _____								3
_____								4
15% - **Education** (Niche, Technical, Marketing) _____								5
_____								6
25% - **Product Creation and Launch** _____								7
_____								
10% - **Admin.** (Emails, Proj Mgmt) _____								8
Personal Development (6hrs x 7 days - Sun thru Sat)								
50% - **Health/ Personal Time** _____								9
_____								10
_____								11
25% - **Family** _____								12
_____								13
25 % - **Fun** _____								14
_____								15
Household Management (8 hrs x 3 days - Tue, Thur, Sat)								
25% - **Maintenance** _____								16
25% - **Improvements** _____								17
50% - **Financials/ Paperwork** _____								18
_____								19