**RAC Method Worksheet**

Step 1: Record. Write down everything you do, including the time, from waking up to going to sleep. Yes, we mean everything.

Step 2: Analyze. Picking the 5 biggest time wasters, or things that displayed time not used productively, and add the time used during these 5 things.

1.

Time:

2.

Time:

3.

Time:

4.

Time:

5.

Time:

**Added Total =**

Step 3: Change. Find ways to get the time you lost, back. Create a to-do list of 5 things and rank them in order of importance.

1.

2.

3.

4.

5.