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The Reverse Calendar©

7-Day Time Clarity Template

Don't plan your week — log it first. See where your time really goes before you try to change it.

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How to use this template

For one full week, log what you *actually* did — not what you planned to do. Record tasks in real time or at the end of each day. Be honest. The goal is visibility, not perfection.

At the end of the week, complete the reflection section. You'll begin to see the **invisible work** — the tasks draining your energy that you can automate, delegate, or eliminate entirely. That's where your time back lives.

Week of: _____

DAILY TIME LOG

Monday

Date: _____

Energy level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ **Invisible work spotted today (tasks nobody sees but you do):**

Tuesday

Date: _____

Energy level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ **Invisible work spotted today (tasks nobody sees but you do):**

Wednesday

Date: _____

Energy level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ **Invisible work spotted today (tasks nobody sees but you do):**

Thursday

Date: _____

Energy level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ **Invisible work spotted today (tasks nobody sees but you do):**

Friday

Date: _____

Energy level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ **Invisible work spotted today (tasks nobody sees but you do):**

Saturday

Date: _____

Energy level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ **Invisible work spotted today (tasks nobody sees but you do):**

Sunday

Date: _____

Energy level (circle): 1 2 3 4 5

TIME	WHAT I ACTUALLY DID	CATEGORY

■ **Invisible work spotted today (tasks nobody sees but you do):**

Weekly Reflection

Complete this after logging all 7 days. This is where the real work begins.

What surprised you most about where your time went?

Top 3 tasks to eliminate, delegate, or automate:

When did you feel most energized and focused?

When did you feel most drained or scattered?

If you could redesign next week with this data, what would change?

The Reverse Calendar© is a methodology by **Successful Smart Business Co.** (Katindi Communications Inc.)
Ready to go deeper? successfulandsmart.com • services@successfulandsmart.com

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