

168 Hours

by Laura Vanderkam

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **Run a 168-hour time log**

Track one normal week in 30- or 60-minute blocks. Do not optimize while logging; collect evidence first.

MON TUE WED THU FRI SAT SUN

⁰² **Circle three core competencies**

Name the work, relationships, and personal investments that deserve your best hours because they create the life you actually want.

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⁰³ **Convert one excuse into a priority statement**

Replace 'I do not have time for this' with 'this is not a priority right now' and notice whether the sentence feels true.

MON TUE WED THU FRI SAT SUN

⁰⁴ **Batch one recurring leak**

Group errands, admin, messages, or household tasks into a contained block so they stop taxing the whole week in fragments.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Schedule one chosen leisure block**

Put a restorative activity on the calendar before the week starts, so rest becomes a decision instead of a collapse state.