

How to Use the Time & Energy Tracker

Step-by-step instructions for the Time Liberator method

— OVERVIEW

Before You Begin

The Time and Energy Tracker is a spreadsheet with a separate tab for each day of the week. It tracks not just what you do with your time, but how much energy you have while doing it — and whether that activity brings drama or joy to your day. These two dimensions together reveal insights that time tracking alone never can.

— STEP 1

Open the Right Day

The tracker has a tab for each day of the week. Begin by clicking on the tab that matches today's day (e.g., Tuesday). Make sure you are working in the correct tab before entering anything.

— STEP 2

Enter Today's Date

In the date field at the top of your tab, type today's full date (e.g., Tuesday, April 1, 2026). This keeps your records organized if you return to the tracker later in the week.

— STEP 3

Set Your Daily Intention

In the intention field, write a short statement of what you want from today. This can be:

- **A specific goal:** “Complete the client proposal”

- **A feeling or energy:** “Work calmly and without rushing”
- **A priority:** “Protect my creative work time”

Your intention is your compass. It doesn't need to be a task list — it's a reminder of what matters most today.

— STEP 4

Log Your Time — Four Times a Day

Check in and fill in your tracker at these four recommended times:

1. 9:00 AM — Log everything from when you woke up through the start of your morning work block.
2. 12:00 PM — Log your late morning activities.
3. 4:30-5:00 PM — Log your afternoon.
4. 9:00 PM — Log your evening, including any after-dinner activities.

If you wake during the night or have early morning hours to account for, log those as well. For more detailed data, you may log hourly — but four check-ins per day is sufficient to get clear results.

Tip: If you can't remember what you did, check your browser history, emails, and messages on your phone and computer. There are often insights there even if you were doing something offline during the time block.

— STEP 5

Complete Each Time Block Entry

For each time block, fill in three things:

A) CATEGORY

Choose the category that best fits what you were doing. Do not change the category names in the spreadsheet, as they are linked to your automated results summary. The categories are:

CATEGORY	WHAT TO LOG HERE
Work	Your primary, preferred work — the work you most want to be doing.
Alt Work	Have-to-do work: admin tasks, business admin, tasks you'd love to delegate someday.

Family Work	Tasks done on behalf of your family (logistics, scheduling) — not time spent with them.
Me Work	Neutral maintenance: driving, personal finances, errands.
Exercise	Any physical activity — gym, walking, dancing, gardening.
Leisure & Rest	Restorative activities: TV, reading, fun scrolling. If it turns into doom-scrolling, reclassify.
Sleep	Actual sleep only. Trying to sleep = Leisure (or Drama if anxious).
Drama	Toxic interactions, difficult people, tech problems, internal emotional turmoil.
Getting Ready	Morning prep, showering, winding down for bed.
Spirituality	Meditation, religious practice, nature walks for spiritual renewal.
Medical	Doctor appointments, managing health conditions.
Community	Time with friends, neighbors, or contributing beyond yourself.
Joy	Activities that genuinely light you up — ballet, a great dinner, an energizing event.
Other	Customize for your life: a special project, childcare, home renovation — any special project or concerning habit that needs tracking.

B) DESCRIPTION

Write a brief note about what you were actually doing. This doesn't need to be long — just enough to jog your memory later. Examples:

- “Sleep”
- “Reviewed client contracts”
- “Scrolled Instagram — ended up anxious”
- “Drove kids to school, picked up groceries”

C) ENERGY LEVEL

Select your energy level for that block. Be honest. Here are the levels:

- **Crash:** Depleted, tired, irritable
- **Low:** Winding down, tired, distracted
- **Steady:** Engaged, even energy
- **Peak:** Focused, energized, peak energy
- **Extreme:** Frenetic, high energy, scattered

Tip: You may find your energy follows a pattern. Most people have a natural peak window (often mid-morning), a slump (often early-to-mid afternoon), and a secondary window (early evening). Track your energy for a few days and you'll start to see yours clearly.

— STEP 6

Customize the ‘Other’ Category

If there is something significant in your life that doesn't fit neatly into the existing categories, use the Other category. In the notes column, define what you're tracking. Examples:

- A home renovation project
- Childcare hours
- A research project unrelated to work
- A health or fitness challenge
- A habit you want to track — whether you're trying to build it, break it, or simply understand how much time and energy it's consuming

Categories can also change week to week. If something is big enough in your life to deserve its own attention, track it.

— STEP 7

Review Your Automated Summary

At the end of each day (and especially at the end of the week), review the Automated Results Summary. This gives you an instant visual of:

- How your time is distributed across categories
- Where your drama is concentrated
- How much joy you're experiencing relative to drama
- Whether peak-energy times are being used for high-value work

The summary doesn't lie. What you see there is where your life is actually going — and that's the beginning of changing it.

— STEP 8

Review and Adjust Weekly

At the end of your tracking week, ask yourself:

- What surprised me most about where my time went?
- Where is my drama coming from, and can any of it be eliminated?
- Am I getting enough joy? Even a small amount each day matters.
- Are my peak-energy hours being used for my most important work?
- What is one thing I could change, delegate, automate, or eliminate next week?

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