

Here's how one freelancer completed her chart:

	GOOD DAY	MEDIUM DAY	BAD DAY
What time do you get up?	7:00 a.m.	8:30 a.m.	9:30 a.m.
What's your morning prework routine?	Healthy breakfast. Shower. Dress. Meditate or stretch 15 minutes before starting work	Breakfast, shower, and dress in sweats. May skip prework meditation or stretch.	Sluggish from late-night work. Carb- and coffee-heavy breakfast. Feel sleepy/jittery. Guilty about late start, so sit down at desk in bathrobe "just to check email."
What time do you sit down to work?	9:30 a.m.	10:00 a.m.	10:45 a.m.
How long do you generally work in one sitting?	Work in 60-minute stretches, setting timer.	Try to keep eye on computer clock and break every hour	Sit at desk without getting up for hours.
Describe your morning work time.	Project work	Project work, but distracted by administrative tasks and email.	Fitful work, interrupted by email checking, online games, and nonwork social media.
When do you usually make calls and answer emails?	During breaks (about 15 minutes each hour).	Often interrupt tasks to check emails or take/make calls.	Emails and calls all day, interrupting project work time.
When do you take breaks, and what do you do?	Every hour. Check email/make calls or do a home chore or stretch.	Often ignore the hour-break rule, since I feel guilty about frequent interruptions.	No formal breaks, but sit at computer procrastinating with computer games and social media.
What's your lunch routine?	Get off computer. Eat lunch and watch TV or read for pleasure.	Eat at my desk while trying to work on project. OR have lunch date.	Skip lunch, snacking at my desk.
What percentage of time in a typical workday do you devote to: project work, marketing, and administrative work?	60% really focused and productive project work, 30% marketing (including business meals), 10% admin.	90% project work—too much, but I make good headway 5% marketing, 5% admin to just keep up.	100% project, but little headway OR 75% administration (left things undone too long), 25% project work and stressed about it.

	GOOD DAY	MEDIUM DAY	BAD DAY
When do you run errands (work or personal)?	Around 3 p.m. go out for an hour to walk, run errands.	Get immersed in work. Run out early evening for quick errands. No time to exercise.	Postpone errands until urgent. OR rush out before stores close.
Describe how and when you socialize (with other freelancers, family, friends)—in person or via phone/email.	Love to network or meet friends for breakfast or coffee	Overlong lunch dates or afternoon meetings that cut into work time.	Cancel dates. Call no one; see no one.
When do you have meetings?	Morning if possible.	Lunch or afternoon meetings.	Prospecting totally off the radar.
Describe your afternoon work time.	Same as morning	Same as morning, but a bit fidgety.	Same as morning, but finally take shower and dress at 4 p.m. to rush through errands.
When do you exercise, and what do you do?	Stretch breaks throughout day. Walk for an hour and/or to exercise class.	Skip stretching, but get to exercise class.	Errands are my exercise. Upset about missing exercise class.
What happens at dinnertime?	Listen to news while making dinner. Eat with husband, watch TV, talk about the day.	Husband works late. Eat dinner alone while watching TV or a movie.	Make and eat a nice dinner, but feel guilty about not enough progress on work and no exercise.
Describe your evening routine, including work.	Exercise class, reading, or watching a movie. Sometimes work	Exercise class followed by work.	Work until bedtime.
When do you go to bed?	11:30 p.m.	12:30 a.m.	1:00–2:00 a.m.
How do you feel about the day?	Creative, in control, energized, happy	Tired but glad I pushed it if I reached a goal or did good work that day.	Guilty and defeated.