

Time Audit Worksheet

This worksheet is designed to help you reflect on how you currently spend your time and identify your time drains.



 **Remember:** Awareness is the first step to change.

Activity 1: Daily Time Log

Think about your typical day. Use this log as record of what you do in each hour of a typical day. If you're not sure, use it as a log tomorrow to help you document how you spend your time. Having a written record will help you see patterns and areas for improvement.

(AM) 5:00 - 6:00	_____
6:00 - 7:00	_____
7:00 - 8:00	_____
8:00 - 9:00	_____
9:00 - 10:00	_____
10:00 - 11:00	_____
11:00 - 12:00	_____
(PM) 12:00 - 1:00	_____
1:00 - 2:00	_____
2:00 - 3:00	_____
3:00 - 4:00	_____
4:00 - 5:00	_____
5:00 - 6:00	_____
6:00 - 7:00	_____
7:00 - 8:00	_____
8:00 - 9:00	_____
9:00 - 10:00	_____
10:00 - 11:00	_____
11:00 - 12:00	_____

Activity 2: Reflection Journal Prompts

Now that you have a list, reflect on your day-to-day schedule.

Ask yourself:

- What's missing? What is one thing I wish I had more time for?
- What are three things that consume my time but don't bring me joy or value?
- Are these time drains obligations, habits, or distractions?

Use the space below to jot down your thoughts:

Go back to the list of activities in Activity 1 and note any obligations, habits, or distractions on your list. Are there any other activities that do not bring you joy or value. Make a note of those as well.

Activity 3: Identify Time Drains

Return to the items that you listed above. What do you notice about them? Can you identify anything that you can change? What about activities you can eliminate or delegate to someone else?

Examples:

- Overcommitting
- Email/Social Media
- Not delegating

Write down your observations:

Action Plan:

Based on the insights you gained from completing this worksheet. ***What is one action you will take starting tomorrow?***
