

Time Audit

This exercise helps you actually see what you do with your time when you are awake. Pick 72 Hours that are your most regular schedule and commit to writing down what you do in 15-minute increments. Fill in the time you wake up until the time you go to bed

First, write here what you would like to get out of this exercise:

(eg. be more focused at work, get home earlier, feel less stressed, stick to diet)

TIME	Activity - Day 1	TIME	Activity - Day 2	TIME	Activity - Day 3
500		500		500	
515		515		515	
530		530		530	
545		545		545	
600		600		600	
615		615		615	
630		630		630	
645		645		645	
700		700		700	
715		715		715	
730		730		730	
745		745		745	
800		800		800	
815		815		815	
830		830		830	
845		845		845	
900		900		900	
915		915		915	
930		930		930	
945		945		945	
1000		1000		1000	
1015		1015		1015	
1030		1030		1030	
1045		1045		1045	
1100		1100		1100	
1115		1115		1115	
1130		1130		1130	
1145		1145		1145	
1200		1200		1200	



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TIME	Activity - Day 1	TIME	Activity - Day 2	TIME	Activity - Day 3
1215		1215		1215	
1230		1230		1230	
1245		1245		1245	
1300		1300		1300	
1315		1315		1315	
1330		1330		1330	
1345		1345		1345	
1400		1400		1400	
1415		1415		1415	
1430		1430		1430	
1445		1445		1445	
1500		1500		1500	
1515		1515		1515	
1530		1530		1530	
1545		1545		1545	
1600		1600		1600	
1615		1615		1615	
1630		1630		1630	
1645		1645		1645	
1700		1700		1700	
1715		1715		1715	
1730		1730		1730	
1745		1745		1745	
1800		1800		1800	
1815		1815		1815	
1830		1830		1830	
1845		1845		1845	
1900		1900		1900	
1915		1915		1915	
1930		1930		1930	
1945		1945		1945	
2000		2000		2000	
2015		2015		2015	
2030		2030		2030	
2045		2045		2045	



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TIME	Activity - Day 1	TIME	Activity - Day 2	TIME	Activity - Day 3
2100		2100		2100	
2115		2115		2115	
2130		2130		2130	
2145		2145		2145	
2200		2200		2200	
2215		2215		2215	
2230		2230		2230	
2245		2245		2245	
2300		2300		2300	
2315		2315		2315	
2330		2330		2330	
2345		2345		2345	
2400		2400		2400	
1215		1215		1215	
1230		1230		1230	
1245		1245		1245	
0100		0100		0100	
0115		0115		0115	
0130		0130		0130	
0145		0145		0145	
0200		0200		0200	
0215		0215		0215	
0230		0230		0230	
0245		0245		0245	
0300		0300		0300	
0315		0315		0315	
0330		0330		0330	
0345		0345		0345	
0400		0400		0400	
0415		0415		0415	
0430		0430		0430	
0445		0445		0445	



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Part 2: Review Your Time Audit

After your three days of observing how you spend your time, fill in the following questions.

List below the time wasted on things that aren't important to you.

1. _____
2. _____
3. _____

Take a closer look. What common threads and patterns do you begin to notice?

Consider the time of day, day of the week, *what* interrupts, are they *valid* interruptions or are they always urgent so you *have* to stop what you're doing? What you notice you are doing as coping mechanisms that aren't the best choice etc.

1. _____
2. _____
3. _____
4. _____
5. _____

What else would you like to make a note of here? _____

