# **Time Audit Worksheet**

## **Instructions**

Track your activities for 3-7 days to get an accurate picture of how you spend your time. Be as specific and honest as possible. Set reminders every 30-60 minutes to log what you've been doing.

## **Daily Time Log**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Day of Week:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Activity Categories**

Use these categories to classify your activities:

* **Work/Career** - Job tasks, meetings, professional development
* **Health/Fitness** - Exercise, medical appointments, meal prep
* **Personal Care** - Hygiene, grooming, dressing, sleeping
* **Household** - Cleaning, cooking, maintenance, shopping
* **Family/Relationships** - Time with family, friends, social activities
* **Entertainment** - TV, movies, games, social media, hobbies
* **Learning/Growth** - Reading, courses, skill development
* **Commuting/Travel** - Transportation time
* **Spiritual/Mental** - Meditation, prayer, journaling, therapy
* **Other** - Anything that doesn't fit the above categories

## **Daily Summary**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Time Totals by Category**

### **Daily Reflection Questions**

**What would I change about today if I could do it over?**

**Did I spend time on my priorities today?**

**What surprised me about how I spent my time?**

**What activities drained my energy?**

**What activities gave me the most energy today?**

## **Weekly Analysis (Complete after 7 days)**

### **Weekly Time Averages**

### **Key Insights**

**Time Wasters Identified:**

**High-Value Activities I Want More Of:**

**Patterns I Noticed:**

**Energy Patterns:**

* I have the most energy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I have the least energy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* My productivity peaks around: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Action Plan**

**Three changes I will make starting next week:**

1. **STOP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **START:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **STOP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **START:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **STOP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **START:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time blocks I want to protect:**

**Next review date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Guidelines for mindful time tracking:

**Tell the whole truth** – log every minute, even the “wasted” ones.

**Name what you’re doing** – “TikTok scroll” beats vague “phone use.”

**Nudge yourself** – set a gentle alarm every 30–60 minutes.

**Tag how you feel** – energy and mood reveal hidden patterns.

**Zoom out** – scan several days to spot trends.

**Go tiny** – adopt one or two tweaks at a time.

**Stay kind** – habits shift slowly; give yourself weeks, not hours.

Reminder: the aim isn’t to squeeze out every second, but to make sure your hours reflect what matters most to you.