



TIME AUDIT

Use this grid to keep track of how you are spending your time each day. Write down what you did—everything from meetings and meal prep to errands and emails—during each of the hour blocks. Next, look at where can you can add structure, curtail wasteful time, or get realistic about how long it takes to do a task. We tend to underestimate task timing by three times, so if you thought something would take 10 minutes, it probably took 30 minutes. How can do plug the leaks in your schedule to live a fuller life?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00AM							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00PM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00PM							