Time Audit

S M T W T F S

TIME	ACTIVITIES

S M T W T F S

TIME	ACTIVITIES

Reflection

Where does the time go?

HOW MUCH TIME AM I SPENDING ON PRIORITIES VERSUS DISTRACTIONS?

HOW MUCH TIME DO I HAVE LEFT FOR ACTIVITIES THAT MATTER TO ME?

WHEN AM I MOST PRODUCTIVE AND WHEN DO I NEED A BREAK?

WHAT ACTIVITIES CAN I DELETE OR DELEGATE?

Ideal Schedule

TIME	ACTIVITIES

TOP 3 GOALS

- ○
- ○
- ○

WHAT BOUNDARIES DO I NEED?

WHO DO I NEED TO TALK TO ABOUT THIS SCHEDULE?

1 ACTION STEP TO START TOMORROW

NOTES