

# "Where did my time go?" Step-by-Step Process for Doing a Time Audit

01

## 7 Copies of Daily Schedules

Print 7 copies of daily schedules that can help you track what you are doing every 15 minutes.

02

## Every 15 Minutes

Every 15 minutes, set a timer to write down what you did and how long it took you as precisely as possible.

03

## Do the Math

Calculate how much time you spent on each specific activity, including walking, talking, washing, etc. for each of the 7 days. Calculate the averages per day.

04

## "Aha" Moments

Identify what you find surprising based on your calculations. What can you do faster? What can you eliminate? What can you do less of?

05

## Changes

Write 1 to 3 things you are going to change. Write them as SMART goals so they can be precise and easy to monitor.

06

## Create Habits

If you monitor the goals each week, the behaviors you want to change will become habits and help you save a lot of time in the long run.