

Time Audit

A time audit can help you carefully track your time, in 30-minute increments, over the course of a week. This detailed picture of what you're doing each day can help you determine if you're spending your time on the tasks and activities you want and need to be doing.

Here's how to complete your time audit:

1. Choose a "typical" week—that is, one in which you're not on vacation, at a conference, or otherwise doing something you don't generally do for more than a day at a time.
2. Print a copy of this chart. Be sure to print in landscape format so you get the full chart.
3. For each half hour, write down what you've done, being as specific as possible (e.g., "answered client e-mails" instead of just "e-mail").

Time Audit

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
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6:00 PM							
6:30 PM							

