

# TIME AUDIT WORKSHEET

- This exercise will raise your awareness and allow you to plan a life that is more satisfying and helps you live in alignment with your values. It also helps clarify priorities for goal-setting.
- Time audit can be completed for a fixed set of categories as provided in the template. However, you are encouraged to customize the categories best to reflect your intentions, values, and priorities.
- Time must be assessed over time. A regular check-in (e.g., with this exercise) can highlight valuable patterns and help you learn more about yourself.

## ***Detailed Instructions:***

1. Consider your values, priorities, and goals and write them down on paper.
2. Describe how you would like to spend your time throughout the day/week. Visualize what that time might look like, then write it down.
3. Now, audit how you actually spend your time. Use the template provided, but feel free to customize it to fit your situation and goals.
4. The categories can create a broader view of a larger goal (for example, a balanced life). If necessary, you can split category segments to add something missing or re-label an area to make it more meaningful. Examples of changes are:
  1. **Family:** Split "Family" into separate categories, "Spouse" or "Children."
  2. **Fun:** The category name could change to "Recreation," "Music," or "Reading."
  3. Other categories could include "Security," "Service," "Leadership," "Achievement," or "Community."
  4. Consider renaming the categories to reflect the different roles better you play at work, "Setting Strategy," "Solving Problems," "Developing my People," "HR problems," etc.
5. Now, looking at the results of the audit, take the exercise deeper:
  1. How are your priorities reflected in this audit?
  2. Does the way you spend your time reflect your values? Explain.
  3. What are high-priority activities that take you closer to your goals and objectives?
  4. Identify any time wasters
  5. Identify work you enjoy doing and work that needs to be done.
  6. What (if anything) could be delegated?
  7. If there was one crucial action you could take to bring everything into balance, what would it be?
  8. What change should you make first? And what change do you want to make first?
6. Taking action - the final step. To wrap up the exercise, create SMART goals based on new behaviors and activities that take you closer to your overall objective. "What is the smallest step you could take to get started?"



