FREE WORKSHEET · THE SHORT VERSION, SUBJECT 8

Time audit worksheet

- [ ] **TODAY, 5 MINUTES**
  Set up the log. Print the log on page 2, or copy it into a notes file or spreadsheet. Put it where you will see it every two hours.
  Done on _____

- [ ] **THIS WEEK, 7 DAYS**
  Log it. Every two or three hours, fill in the blocks since the last time, one category each. A "?" is a finding, not a failure.
  Done on _____

- [ ] **NEXT SUNDAY, 20 MINUTES**
  Add up and name the drift. Hours per category. Circle the three biggest blocks of "I didn't mean to". Pick one to reassign next week and leave the other two alone.
  Done on _____

SUNDAY'S TOTALS (HOURS)

Category	Hours
Sleep	
Deep work	
Shallow work	
Commute	
Family	
Chores	
Phone	
TV	
Exercise	
?	

THE THREE BIGGEST "DIDN'T MEAN TO"

- [ ] 1.
- [ ] 2.
- [ ] 3.

Reassigned next week: _____

THE LOG: HALF-HOUR BLOCKS

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
00:00							
00:30							
01:00							
01:30							
02:00							
02:30							
03:00							
03:30							
04:00							
04:30							
05:00							
05:30							
06:00							
06:30							
07:00							
07:30							
08:00							
08:30							
09:00							
09:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30							
15:00							
15:30							
16:00							
16:30							
17:00							
17:30							
18:00							
18:30							
19:00							
19:30							
20:00							
20:30							
21:00							
21:30							
22:00							
22:30							
23:00							
23:30							