



# Time Audit

The way we think we spend our time and the way we actual do spend our time can give us valuable input in how to structure our days. By rating the task and seeing how many we have versus how many we complete, we can develop new ways to utilize our time more productively.

You can take this step a step further, by logging how these tasks make you feel. If you do not enjoy them, then perhaps it can be outsourced. If it requires your full creative attention, perhaps it is best to schedule these tasks first thing in the morning.

Want to chat about how to make this whole time management thing work for you?

Set up time to [talk here](#)....

*Monica*



# Time Audit

1 -Very Important  
2- Not Really Important  
3 - Time Waste

Time	Activity	Rating
6:00 AM		
6:30 AM		
7:00 AM		
7:30 AM		
8:00 AM		
8:30 AM		
9:00 AM		
9:30 AM		
10:00 AM		
10:30 AM		
11:00 AM		
11:30 AM		
12:00 PM		
12:30 PM		
1:00 PM		
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3:00 PM		
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4:00 PM		
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5:00 PM		
5:30 PM		
6:00 PM		
6:30 PM		
7:00 PM		