

TIME AUDIT

- For 3 days, quickly jot down what you do each hour.
- Also rate your energy/productivity level at each hour using a -3 to 3 scale. So -3 would be practically asleep, 0 would be totally average, and 3 is completely rocking it.
- Answer the questions on the next page after your 3 days.

	Day 1	Day 2	Day 3
6:00 am	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7:00 am	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8:00 am	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9:00 am	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10:00 am	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11:00 am	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10:00 pm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. What did you spend most of your time doing? List the top 3 activities.
2. Are you spending the most time on the activities that make you the most money?
3. Are there tasks you are spending time on that you could pay someone else to do and use that time to do the big money-making tasks?
4. When was your energy level/productivity the highest?
5. Can you structure your day where you do the highest priority tasks during your peak time?
6. What would be good activities for you to do during your low energy times?
7. Did anything surprise you when you looked at how you were spending your time?
8. What is one change you for sure want to make in how you spend your time?

PERFECT DAY PLAN

- Complete the outline below for your perfect day! Make sure to include tasks you need to do as well as tasks you want to do.
- Also leave MARGIN so you have flexibility and room for God to work!!!
- Each day try to slowly start aligning your actual day with your perfect day plan.

	What are you doing?	Who are you doing it with?	Where are you doing it?
6:00 am			
7:00 am			
8:00 am			
9:00 am			
10:00 am			
11:00 am			
12:00 pm			
1:00 pm			
2:00 pm			
3:00 pm			
4:00 pm			
5:00 pm			
6:00 pm			
7:00 pm			
8:00 pm			
9:00 pm			
10:00 pm			