Time audit: where did my week actually go?

Write what you did in each hour, as the week happens. Week of: _____

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6am - 7am							
7am - 8am							
8am - 9am							
9am - 10am							
10am - 11am							
11am - 12pm							
12pm - 1pm							
1pm - 2pm							
2pm - 3pm							
3pm - 4pm							
4pm - 5pm							
5pm - 6pm							
6pm - 7pm							
7pm - 8pm							
8pm - 9pm							
9pm - 10pm							
10pm - 11pm							
11pm - 12am							
Sleep (12-6am)							

Area	My guess (hours)	Recorded (hours)
Sleep		
Work		
Commute		
Upkeep		
People		
Body		
Rest		
Other		
Total	**168**	**168**

How to use it

1. Record honestly: what you did, not what you meant to do.
2. Don't edit as you go. Fill it in a few times a day.
3. On Sunday, write your guess for each area first, then total what you recorded. It should come to 168.
4. Compare the two columns. The gap is where the week went.