

Time Audit



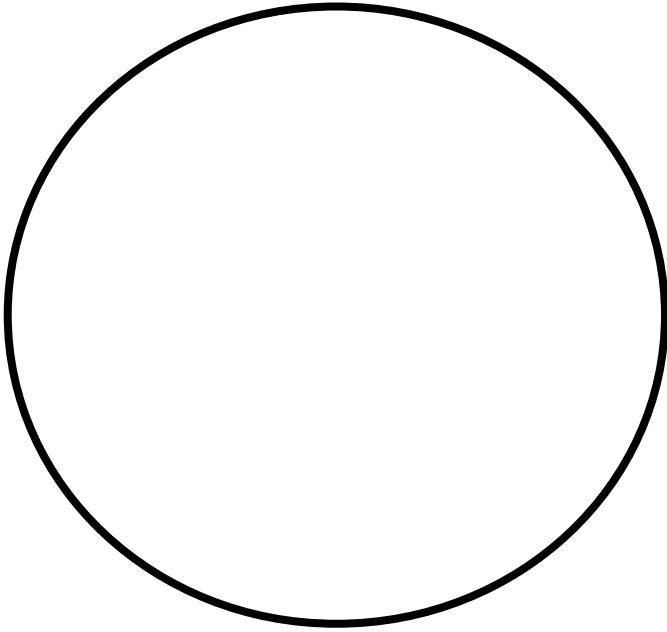
We ALL
have the
same
24
hours...

It's time to GET REAL. Let's talk about where you are spending your time. For three days in a row, jot down how you spend every hour of your day. Make notes. If you need to continue on the back, do so. Be specific. Where are you spending your time? You cannot manage your time if you do not know where you are spending it. Like a budget, you have to plan, decide how to use what you have, and make the most of every minute. In order to do so, you must be real with yourself. Where is the time going?

Time Audit

Time	Day 1	Day 2	Day 3
12 a.m.			
1 a.m.			
2 a.m.			
3 a.m.			
4 a.m.			
5 a.m.			
6 a.m.			
7 a.m.			
8 a.m.			
9 a.m.			
10 a.m.			
11 a.m.			
12 p.m.			
1 p.m.			
2 p.m.			
3 p.m.			
4 p.m.			
5 p.m.			
6 p.m.			
7 p.m.			
8 p.m.			
9 p.m.			
10 p.m.			
11 p.m.			

Color your Graph



Ideas

Responsibility	Fun	Work	Growth	Fitness
Spiritual growth	Relaxing	Volunteering	Family Time	School

Color your future Graph

