

Time Chart – Expose Your Hidden Time Wasters!

Record how you spend your time each day (in units of 0.25 hours), then total each day you've completed. Does it add up to more or less than 24 hrs? At the end of the week calculate your totals for each area you spend time in. What do you notice? Where could you spend less time? More time?

ACTIVITIES	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Sleep								
Grooming/Body								
Morning								
Night-time								
Other (eg. special, going out, massage etc)								
Work								
Commute/Travel								
Time at work (include networking)								
Email while at work (optional breakout of above)								
Preparation for/thinking about/other work-related								
Necessities								
Cooking and preparing food								
Eating								
Grocery Shopping/Errands/Paying Bills etc								
Chores/Laundry/Cleaning/Repairs etc								
Fun/Leisure								
Friends								
Movies/TV								
Reading								
Exercise								
Hobbies/Activities								
Meditating, spiritual or faith								
Quality time with partner								
Personal development/Life-planning								
Social Media and non-specific internet use								
Personal email/phone-calls/texting/messaging								
Other								
Child-care								
Volunteering								
Learning/Studying								
Procrastinating, 'fiddling' or feeling tired								
Shopping (clothes, gifts etc)								
TOTAL Daily hrs accounted for (max 24 hrs)								