

# TIME AUDIT



/ / S M T W T H F S

MARK THE DATE  
& DAY OF THE WEEK

TOP 3 PRIORITIES

WHAT ARE 3 TASKS YOU  
WANT TO MAKE SURE YOU  
DO TODAY?

OTHER TASKS

TASKS THAT ARE NOT URGENT  
BUT IF YOU GET TIME YOU CAN DO

BRAIN DUMP

THINK ABOUT THE TIMES YOU COULD USE  
TO FOCUS AND/OR JOT DOWN ANYTHING  
YOU CAN DO WITHOUT

NOTES

USE THIS SPACE TO TAKE NOTES  
ON YOUR OBSERVATIONS

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5 AM \_\_\_\_\_  
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10 AM \_\_\_\_\_  
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11 AM \_\_\_\_\_  
:30 \_\_\_\_\_

12 NN \_\_\_\_\_

WRITE DOWN EVERYTHING YOU DID  
TODAY NEXT TO THE  
TIMESTAMP

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HOW TO USE THIS  
*time audit*

# TIME AUDIT



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## TOP 3 PRIORITIES

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## OTHER TASKS

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## BRAIN DUMP

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