**24-Hour Time Audit** Name: Date:

|  |  |
| --- | --- |
| **Time** | **Activity** |
| 5:00am - 5:30am |  |
| 5:30 - 6:00 |  |
| 6:00 - 6:30 |  |
| 6:30 - 7:00 |  |
| 7:00 - 7:30 |  |
| 7:30 - 8:00 |  |
| 8:00 - 8:30 |  |
| 8:30 - 9:00 |  |
| 9:00 - 9:30 |  |
| 9:30 - 10:00 |  |
| 10:00 - 10:30 |  |
| 10:30 - 11:00 |  |
| 11:00 - 11:30 |  |
| 11:30am - 12:00pm |  |
| 12:00 - 12:30 |  |
| 12:30 - 1:00 |  |
| 1:00 - 1:30 |  |
| 1:30 - 2:00 |  |
| 2:00 - 2:30 |  |
| 2:30 - 3:00 |  |
| 3:00 - 3:30 |  |
| 3:30 - 4:00 |  |
| 4:00 - 4:30 |  |
| 4:30 - 5:00 |  |
| 5:00 - 5:30 |  |
| 5:30 - 6:00 |  |
| 6:00 - 6:30 |  |
| 6:30 - 7:00 |  |
| 7:00 - 7:30 |  |
| 7:30 - 8:00 |  |
| 8:00 - 8:30 |  |
| 8:30 - 9:00 |  |
| 9:00 - 9:30 |  |
| 9:30 - 10:00 |  |
| 10:00 - 10:30 |  |
| 10:30 - 11:00 |  |
| 11:00 - 11:30 |  |
| 11:30pm - 12:00am |  |
| 12:00 - 12:30 |  |
| 12:30 - 1:00 |  |
| 1:00 - 1:30 |  |
| 1:30 - 2:00 |  |
| 2:00 - 2:30 |  |
| 2:30 - 3:00 |  |
| 3:00 - 3:30 |  |
| 3:30 - 4:00 |  |
| 4:00 - 4:30 |  |
| 4:30 - 5:00am |  |

**Time Audit Reflection**

1. By analyzing the way I spent my time on this day, I discovered that…
2. I want to spend more time on…
3. I want to spend less time on…
4. I was surprised that I spent so much time on…
5. I was surprised that I spent so little time on…
6. Here are three things that I would like to change about the way I spend my time: