

Daily Time Audit

Log how you actually spend your hours - then redesign your day.

DATE: _____ DAY: _____ FOCUS GOAL FOR TODAY: _____

COLOR KEY: Deep Work Meetings Email & Admin Learning Personal Other

TIME	CATEGORY	NOTES
6:00		
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
13:00		
1:30		

TIME	CATEGORY	NOTES
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TIME AUDIT SUMMARY

CATEGORY	PLANNED HRS	ACTUAL HRS	DIFFERENCE	NOTES
Deep Work				
Meetings				
Email & Admin				
Learning				
Personal				
Other				

Key insight: What surprised you most? What will you change tomorrow?
