

# Time Audit Workbook



[ChristineMorris.com](http://ChristineMorris.com)

## Time Audit Workbook

Hey There!

I am super excited to have you here and hope you find this guide helpful in your journey to better managing your time.

We have all experienced the cycle of overwhelm. Those times where we have too much to do and not enough time to do it. Times where you feel yourself in a constant struggling to catch up, or simply keep things from completely falling apart.

When you notice yourself in this cycle, you have a choice: Either continue on the hamster wheel of overwhelm or take a step back and evaluate how you are spending your time.

The reality is that how we think we spend our time and how we are truly spending our time, can be two *very* different things. This is why a time audit is so important. When we have a good understanding of where we spend our time and how much time is used for each task, we can begin the work to use our time more efficiently.

We all have the same 24 hours, but it's ONLY 24 hours. The secret to balance and productivity is making the best use of that time; focusing on the priorities and letting go of the rest. In business, this means you can focus on the things that will give you the biggest impact while having time for the things you enjoy the most.

Whether you know there are a few time wasters in your day, or you consider yourself a productivity expert, a time audit will reveal where you truly are spending your time. This is a tool I use whenever I feel the overwhelm sneaking in or am feeling downright unproductive.

Trust me; this exercise will be eye-opening. Commit to the process, then let me know how it goes. You can email me directly or join the discussion in [our private Facebook community](#).

Warmly,

*Christine*



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### Here's how to do your time audit:

Ideally, the time audit should cover one full week. At a minimum, you should try for 3 days.

The first step is to print the time audit worksheet on the next page. You will need to print one sheet for each day that you wish to track. You will keep these sheets next to you at your desk or in your planner, whichever is most convenient.

The next step is to set a timer for a set amount of time. You can track your time as little as every 15 minutes up to 1 hour. The shorter the timeframe, the more detailed your results will have.

Now, track your time! Each time the alarm sounds, write down exactly what you were doing at that time and reset the alarm. You don't need to go into detail or spend much time tracking. The entire process will take seconds, and the results will be well worth the interruption.

Once you have collected a full week of data, it's time to review your results. Go through each day and highlight anything that you should not be doing.

Once you review your time audit, you can develop a plan to manage your time better.

Tip: I like to use different colors to highlight what is a time waster, what I should delegate to others, what is essential client-facing work and what is a business building

### Here are some questions you can ask yourself:

**Where am I wasting time?** Chances are there are some apparent time wasters in your day. Everyday distractions include watching TV or the news, surfing the internet and social media.

**Where can I batch my tasks?** Batching similar tasks together allows you to be more efficient. Rather than making phone calls at random, schedule a block of time to return calls or make phone calls. You can also schedule a day of errands and out of office activities.

**What activities are not the best use of my time?** You may discover that some tasks don't matter. If something seems trivial, decide if it is necessary and if so, is there someone else who can complete that task for you?





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I hope you found this worksheet helpful in assessing how you spend your time each day. If you have any questions along the way or would like to contact me directly, visit [ChristineMorris.com](http://ChristineMorris.com).

Be sure to share your thoughts and your wins after you complete this guide by popping into our [private Facebook community](#).

Warmly,

Christine

### About Christine Morris

Christine Morris is a business and productivity mentor for female entrepreneurs who are passionate about their work and ready to live happier more fulfilling lives. Her experience, combined with her focus on balance and systems, assures even the most overloaded business owner will find clarity and success.

Christine has worked with clients all over the country, from start-up solopreneurs to 6 & 7- figure business owners, helping them to overcome their obstacles and create efficient and effective businesses.

As your business mentor, Christine will help you to create a life that will encompass the passion that you have for your business while still allowing you to prioritize the needs of your life outside of the office.

Through her [Fabulously Balanced Life Academy](#), Christine provides support and encouragement to guide you through the process of developing new systems and habits.



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