



Time Audits

A simple guide to
help you find
balance



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Time Audit

Take a week or two and daily record the number of hours that you spend:

- Working
- Commuting
- Reading (social media or any personal reading)
- Self-care (exercise, preparing meals, eating)
- Sleeping
- Having personal devotions
- Attending activities
- Relaxing
- Serving
- Spending time with loved ones and friends

Now make a pie chart of the hours spent on each activity. Decide if you are spending WAY too much time on one area, if so do some restructuring quickly.

Based on what you have learned from your time usage, make a genuine schedule for yourself. Budget your time and stick to it! Remember: If you don't write it down, it won't happen!

When you take control of your time, you will change your life!

