

# How to Create Your Fulfilled Life

a MASTER YOUR LIFE™ free course

Time Audit

courageandcandor.org

ref. Module 3

## Declutter Mentally

the simplest time audit *ever*

*Performing a time audit can seem like an overwhelming task BUT it does not have to be. All you are looking for are time drains that waste your day and clutter your mind so that you can STOP doing them or at least drastically reduce time drains.*

*Perform* this simple time audit at least three times a week for the next month. Try to keep it easy breezy but intentional. Choose two different days each week to look for patterns to emerge and to avoid capturing the same “type” of day. You want to understand how you are currently using your time organically.

### *What you'll need:*

1. A small journal or paper to record your time usage OR your smartphone;
2. An app such as Evernote or Memo to journal your time throughout the day.

*PRO TIP: When possible use your  microphone/voice speaker to dictate your time audit entries if typing them out each time becomes tedious.*



## Steps:

1. *Determine* your *highest* priority for the day **the night before** you plan to do your time audit. Only list one thing as this will help you measure your commitment to your time and your priorities.
2. *On* the days you perform the time audit, enter **EVERY TIME** you do something different with your time, the activity and **HOW** long you spent doing it. Keep it simple. Short hand or abbreviation is fine.

Do not record normal activities such as driving to work, brushing your teeth, ironing your clothes or eating routine meals if the time spent is reasonable. ***We are looking for the habitual time drains and not your expected normal daily activities. A two-hour leisure lunch is NOT reasonable.*** You would list your long lunch in this instance. Time drain examples are listed below. Apply common sense and good judgement.

3. *At* the end of your day, right before you prepare to go to sleep, add up the amount of time spent by activity and place the total time with activities in one of four categories:

*NOT URGENT BUT IMPORTANT\** (Your highest priority *should* be here) Focus on these activities.



*URGENT AND IMPORTANT* (Your highest priority *may* be here) Manage these activities.



*URGENT NOT IMPORTANT*  
Limit these instances by working to get them to another quadrant.



*NOT URGENT AND NOT IMPORTANT*  
Continuously purge these activities from your day.



**Time Drain Examples** – social media lurking (excessive consumption unrelated to work responsibilities), internet browsing, TV, busy work, excessive and unproductive entertaining activities such as social events, talking on the phone, lounging, selfies, leisure reading of books or magazines, hobbies/interests, shopping or any other mindless diversion. **Rid of the excess** not the pursuit of harmony, balance and the fun.