



Time Chart – Where Does All Your Time Go? *Expose Your Hidden Time Wasters!*

- Record how you spend your time each day (in units of 0.25 hours), then total each day you've completed. Does it add up to more or less than 24 hrs?
- At the end of a week calculate your totals. What do you notice? Where could you spend less time? More time? What surprised you? What will you change?



*Life Coach
on the Go!*

bite-sized wisdom for busy people

ACTIVITIES	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Sleep								
Grooming/Body								
Morning								
Night-time								
Other (eg. special, going out, massage etc)								
Work								
Commute/Travel								
Time 'in' work (include networking)								
Email while at work (optional breakout of above)								
Preparation for/thinking about/other work-related								
Necessities								
Cooking and preparing food								
Eating								
Grocery Shopping/Errands/Paying Bills etc								
Chores/Laundry/Cleaning/Repairs etc								
Fun/Leisure								
Time with friends								
Watch Movies/TV								
Reading								
Exercise								
Hobbies/Activities								
Meditating, spiritual or faith								
Quality time with partner								
Personal development/Life-planning								
Personal email, phone-calls								
Facebook, Social Media, Other internet usage								
Other								
Child-care								
Volunteering								
Learning/Studying								
Procrastinating, 'fiddling' or feeling tired								
Shopping (clothes, gifts etc)								
TOTAL Daily hrs accounted for (max 24 hrs)								