Time audit: where my week went

Track a normal week in two-hour blocks, compare it with what you planned, and find the hours you can take back.

NAME _____ DATE _____

WHAT I ACTUALLY DID (WRITE A LETTER IN THE BOX)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6-8	☐	☐	☐	☐	☐	☐	☐
8-10	☐	☐	☐	☐	☐	☐	☐
10-12	☐	☐	☐	☐	☐	☐	☐
12-2	☐	☐	☐	☐	☐	☐	☐
2-4	☐	☐	☐	☐	☐	☐	☐
4-6	☐	☐	☐	☐	☐	☐	☐
6-8 pm	☐	☐	☐	☐	☐	☐	☐
8-10 pm	☐	☐	☐	☐	☐	☐	☐
10-12 pm	☐	☐	☐	☐	☐	☐	☐

Key letters: C class, S study, W work, T travel, E eat, R rest or fun, P phone or scrolling, X other. Write a letter next to the box, or tick it if you used the block well.

PLAN VS ACTUAL

Activity	Hours I planned	Hours it took	Keep, cut or move?
Classes and labs			
Study			
Paid work			
Travel			
Sleep			
Phone and social media			
Friends and fun			
Chores and cooking			

One change I'll try next week: