Time audit: one day

Fill it in three or four times a day, not at bedtime. Write what you actually did, its category letter, and tick the box if you had planned it.

Day and date _____ Day number (of 3 to 7) _____

Time	What I actually did	Code	Plan
6:00am			☐
6:30			☐
7:00am			☐
7:30			☐
8:00am			☐
8:30			☐
9:00am			☐
9:30			☐
10:00am			☐
10:30			☐
11:00am			☐
11:30			☐
12:00pm			☐
12:30			☐
1:00pm			☐
1:30			☐
2:00pm			☐
2:30			☐
3:00pm			☐
3:30			☐
4:00pm			☐
4:30			☐
5:00pm			☐
5:30			☐
6:00pm			☐
6:30			☐
7:00pm			☐
7:30			☐
8:00pm			☐
8:30			☐
9:00pm			☐
9:30			☐
10:00pm			☐
10:30			☐
11:00pm			☐
11:30			☐

W Focused work or study
M Meetings, class, calls
A Admin and messages
P Phone and feeds (unplanned)
H Home and errands
C Caring for others
T Travel and getting ready
R Rest and fun on purpose

Guess, count, decide

Write your guesses before day 1. After the last day, count the half hours per category and divide by two. Then add the hours you'd want.

Category (hours per week)	Guess	Actual	Want
W Focused work or study			
M Meetings, class, calls			
A Admin and messages			
P Phone and feeds (unplanned)			
H Home and errands			
C Caring for others			
T Travel and getting ready			
R Rest and fun on purpose			
+ Your own category			

Keep

One thing that earned its time.

Cut or shrink

One leak. What came right before it?

Move

One thing to a better hour of the day.

Next week's one change

What _____

Which days and what time _____

Circle the surprises.
Any gap of 3 or more hours between guess and actual is a blind spot worth a look.

Blanks are data.
Can't account for an afternoon? Write a question mark and keep going.

Run it again.
A short audit in a few months shows whether the change stuck.