

# Your Time

## Workbook

A guided workbook for reflection,  
awareness, and intentional growth.

SELF-GROWTH JOURNEY

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# Your Time

Time often slips by more quietly than we realize. Days fill with routines, responsibilities, distractions, obligations, habits, and constant movement, and before long, it can become difficult to see clearly where our energy, attention, and time are actually going.

A time audit is not about judging yourself or trying to optimize every hour of your life. It's simply an opportunity to notice. To step back and look more honestly at how your time is being spent, what is draining you, what is supporting you, and whether your daily life feels aligned with what matters most to you.

This workbook is an invitation to explore your relationship with time with greater awareness and intention.

Not to create pressure.

Not to build a perfectly productive schedule.

But to better understand how your days are shaping your energy, priorities, habits, and overall experience of life.

As you move through these pages, you may begin to notice patterns in where your attention naturally goes, where your energy feels depleted, and where you feel most present, focused, or connected.

Some reflections may feel encouraging. Others may reveal areas that feel overwhelming, distracting, or out of balance.

That's completely okay.

Sometimes awareness itself becomes the beginning of more intentional living.

Take what resonates.

Leave space for uncertainty.

Return to anything that feels important.

This is not about controlling every moment.

**It's about becoming more aware of how you're spending the life that time is made of.**



## Exploring How You Spend Your Time

How you spend your time often reveals what receives your attention, energy, responsibility, and priority.

Sometimes this aligns closely with your values and intentions. Sometimes there may be a gap between what matters to you and where your time consistently goes.

As you reflect on your time, notice:

- what occupies most of your attention
- what feels meaningful or energizing
- what feels necessary but draining
- what receives very little time despite feeling important
- what patterns repeat consistently

Rather than viewing time only as scheduling or productivity, consider it as a reflection of how your life is currently structured and experienced.



## Time Audit – Weekday (Page 1)

Fill this in as you move through your day, or reflect back on it afterward. Document what you were doing during each time period.

Time	What are you doing?	Area of Life (optional)
5am – 6am		
6am – 7am		
7am – 8am		
8am – 9am		
9am – 10am		
10am – 11am		
11am – 12pm		
12pm – 1pm		
1pm – 2pm		
2pm – 3pm		
3pm – 4pm		



## Time Audit – Weekday (Page 2)

Time	What are you doing?	Area of Life (optional)
4pm – 5pm		
5pm – 6pm		
6pm – 7pm		
7pm – 8pm		
8pm – 9pm		
9pm – 10pm		
10pm – 11pm		
11pm – 12am		
12am – 1am		



## Time Audit – Weekend Day (Page 1)

Time	What are you doing?	Area of Life (optional)
5am – 6am		
6am – 7am		
7am – 8am		
8am – 9am		
9am – 10am		
10am – 11am		
11am – 12pm		
12pm – 1pm		
1pm – 2pm		
2pm – 3pm		
3pm – 4pm		



## Time Audit – Weekend Day (Page 2)

Time	What are you doing?	Area of Life (if helpful)
4pm – 5pm		
5pm – 6pm		
6pm – 7pm		
7pm – 8pm		
8pm – 9pm		
9pm – 10pm		
10pm – 11pm		
11pm – 12am		
12am – 1am		







# Continue Your Journey

Thank you for taking the time to reflect more honestly on how your time, energy, and attention are being used each day.

Time is one of the quiet forces shaping our lives.

The ways we spend our days often influence our stress, focus, relationships, habits, priorities, and overall sense of fulfillment more than we fully realize.

Some of what you explored in these pages may already feel aligned and supportive. Other parts may reveal patterns, habits, or responsibilities you want to approach more intentionally moving forward.

Small moments of awareness can begin to shift the way you relate to your schedule, your energy, and the choices that shape your daily life over time.

If something in these pages resonated with you, you may want to continue exploring the broader Self-Growth Journey Blueprint, along with additional guided workbooks and reflective resources available through SGJ.

Take what feels helpful.  
Leave what doesn't.  
Return whenever you need to.

## **Explore the Full Blueprint:**

[sgjourney.life/blueprint](https://sgjourney.life/blueprint)

*Additional printable tools, planning pages, and guided growth resources are available online.*

selfgrowthjourney.life