



This worksheet is a part of the **Self-Growth Journey™ Program**.

To read more about the program or to download the full package, visit:

https://iulianionescu.com/self-growth-journey/



Instructions

- 1. Use the worksheets below to document your time spent daily during a weekday and weekend day:
 - Activities and inputs what do you do, what information comes to you and how
 - Physical feelings how do you feel physically?
 - Emotions what is your emotional state?
- 2. Print multiple sheets and track your day for a week or two to allow for a pattern to emerge.
- 3. Once you have the model of your "usual" day, document that on two final worksheets.
- 4. Document the patterns and qualify them as good or bad.
- 5. Redo this time audit when you start to feel like you are not utilizing your time properly to identify places of inefficiency.

Note: If your life has a different cycle than the regular work week and weekend, simply use the worksheet to match your different types of days. Your final "usual" worksheets should match the types of days in your life.



Time Audit – Weekday (Page 1)

Time Slot	Activities & Inputs	Physical State	Emotional State
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 Slot	Activities & Inputs	Physical State	Emotional State
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 Slot	Activities & Inputs	Physical State	Emotional State
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 Slot	Activities & Inputs	Physical State	Emotional State
4pm – 5pm			
5pm – 6pm			
6pm – 7pm			
7pm – 8pm			
8pm – 9pm			
9pm – 10pm			
10pm – 11pm			
11pm – 12am			
12am – 1am			





Time Audit – Patterns

On average, every week I	For hours	And I believe it's	
		Good	Bad





Time Audit - Patterns, continued

On average, every week I	For hours	And I believe it's	
		Good	Bad