

Time is one of your most valuable resources — but too often, we spend it reacting instead of aligning it with what truly matters. This worksheet helps you reflect on how you're currently spending your time and intentionally realign it with your goals. Whether you lead a team or run your own business, this tool gives you visibility and choice in how you manage your days.



How to Use This Worksheet

1. Review the definitions and examples for each time category and determine the ideal percentage of time you think you should spend for each time category.
2. Choose a recent week that reflects your typical schedule.
3. Estimate the percentage of time you spent in each category during that time period.
4. Identify 1-2 concrete actions to help you move closer to your ideal allocation.

💡 Tip: You don't need to be perfect — start by improving just one area at a time.

Note for Entrepreneurs & Business Owners:

If you wear multiple hats in your business, consider tracking time categories like client delivery, planning, marketing, and personal development separately to gain an even clearer picture of your balance.

Step 1: Time Categories and Ideal Distribution

Category	Definition	Examples	Ideal %
Projects	Strategic tasks that move your role or team forward — creative work, problem-solving, planning.	Leading a project, writing strategy, process improvement	
Administrative	Routine, required tasks like emails, reports, scheduling, status updates.	Filing expenses, responding to emails, calendar management	
Development	Activities focused on skill-building, learning, coaching, or feedback.	Attending training, reading industry research, getting feedback	
Personal	Time spent on well-being, rest, reflection, and mental clarity.	Exercise, meditation, journaling, time off	

Time Utilization Audit Worksheet



UNLEASH THE POWER OF YOUR BUSINESS!

Step 2: Selecting a Target Week

Ideally, select a week that reflects your typical work pattern and includes activities across all the time categories. If no single week captures the full scope of your responsibilities, consider analyzing a longer period — such as two weeks or a full month — to get a more accurate picture.

Step 3: Time Analysis

Use this worksheet to track your actual activities over 3–5 days. Capture start and end times, what you were doing, and which category (from the audit) it falls into. This helps create an evidence-based view of how you really spend your time.

[illegible]

Use the table below to total the time spent in each category based on your entries above. Calculate the percentage of your total working hours that each category represents. Then, copy your ideal time allocation for each category from the first table above and determine the difference between actual and ideal. This will highlight where adjustments may be needed to bring your schedule into better alignment with your goals.

Category	Total Time (hrs/min)	Actual %	Ideal %	Difference
Projects				
Administrative				
Development				
Personal				

Step 4: One-Week Realignment Plan

Use the table below to set clear, actionable intentions for improving your time alignment over the coming week. For each category, identify one habit or behavior you'll stop (something that's currently taking up unnecessary time) and one habit you'll start (a behavior that supports your ideal time use). Then, set a realistic time goal for how much time you want to dedicate to that category this week.

As you complete the table, pay special attention to the categories with the biggest gaps between actual and ideal time allocation from your summary. Prioritizing those areas will have the greatest impact on your overall balance and effectiveness.

Remember — small, focused changes can lead to meaningful progress.

Category	One thing I'll stop doing	One thing I'll start doing	Time goal for this week
Projects			
Administrative			
Development			
Personal			

BENEFITS OF DOING A TIME AUDIT

- SAVING TIME FOR MORE IMPORTANT THINGS
- CHANGING/IMPROVING BEHAVIORS
- BETTER PRIORITIZING
- ACHIEVING MORE GOALS
- MORE ORGANIZATION
- LESS STRESS
- MORE ACCOUNTABILITY AND SELF-DISCIPLINE
- BETTER DECISION-MAKING



Final Reflection

Use this section to evaluate what you've learned, and to prepare for what comes next.

- What surprised you about how you currently spend your time?

- Which area is most misaligned with your goals?

- What's one action you can take this week to create better alignment?

- Which category do you tend to avoid — and why?

- What does 'better alignment' look like for you in real life?

- What small boundary could you set this week to protect your growth time?
