

Time Audit Charts

Daily Time Use Chart

TIME	1	2	4	5	6	7	8	9	10	11	12	#	ACTIVITY	COLOR	+/-	Pick 12 activities to track
12am												1	Goals/Projects	blue	+	EXAMPLES: Creative work Preparation/planning Relationship building True recreation/relaxation Goals/projects Routine work Meetings Email Phone calls Errands Food Facebook Pinterest TV Rest/Sleep Other
1												2				
2												3				
3												4				
4												5				
5												6				
6												7				
7												8				
8	X											9				
9	X											10				
10												11				
11												12				
12pm																
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																

Color coded weekly landscape chart

- Lite blue=sleep
- Red=creative work
- Green=day job/admin
- Yellow=food/leisure
- Dark blue=exercise
- Grey=other

	12am	1	2	3	4	5	6	7	8	9	10	11	12pm	1	2	3	4	5	6	7	8	9	10	11	
Sunday																									
Monday																									
Tuesday																									
Wednesday																									
Thursday																									
Friday																									
Saturday																									