TIME AUDIT & TIME LEAKS TRACKER

Where Does My Time Go?

Mentee Name:

_____

Date: _____

Step 1: Track Your Time

For one typical day, estimate how many hours you spend on each activity.

Activity	Hours per Day
Sleeping	
Family Responsibilities	
Work / Employment	
Business Activities	
Learning / Training	
Housework	
Social Media	
TV / Entertainment	
Travel / Commuting	
Exercise	
Other	

Step 2: My Biggest Time Consumers

What takes most of my time?

Step 3: Time Leaks

Which activities consume time without helping me achieve my goals?

☐ Excessive Social Media

☐ Unplanned Phone Calls

☐ Watching TV

☐ Procrastination

☐ Disorganisation

☐ Other: _____

Step 4: Reclaiming My Time

What activity could I reduce?

_____

How much time could I save each week?

_____

How will I use that time instead?

_____

Personal Commitment

One change I will make this week:

_____

_____

Target Start Date:

_____