Time and Priority Management Audit Tool

Set up an Excel spreadsheet or a Word table resembling the one below. Under activities you should list any item that you feel consumes more than 2 hours of your time in a normal week. You should also list your top priorities and major goals to see how much time you are currently dedicating to them. If you find yourself working after-hours or weekends during a regular week, you need to include those activities here as well.

The success of this self-audit will be how honest you are with yourself.

Time and Priority Management Audit Tool							
Activity	***Mon***	***Tue***	***Wed***	***Thu***	***Fri***	**Total**	%
Email & Administration							
Meetings							