

LEADERSHIP FOUNDATION — MODULE 4

Weekly Time Audit Tracker

Track every 30-minute block for one week. Then categorise and fix.

Name:	Date:
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Log how you spend every 30-minute block for five working days. Be brutally honest — no one sees this but you.

Monday

Time Block	Activity	Category (U+I / I / U / Neither)

Tuesday

Time Block	Activity	Category (U+I / I / U / Neither)

Wednesday

Time Block	Activity	Category (U+I / I / U / Neither)

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Thursday

Time Block	Activity	Category (U+I / I / U / Neither)

Friday

Time Block	Activity	Category (U+I / I / U / Neither)

Analysis

TOTAL HOURS IN EACH CATEGORY

Category	Hours	% of Week
Urgent + Important (Do Now)		
Important, Not Urgent (Schedule)		
Urgent, Not Important (Delegate)		
Neither (Eliminate)		

TOP 3 TIME-WASTERS IDENTIFIED

SYSTEM TO ELIMINATE EACH
