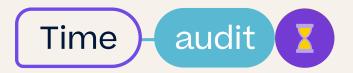# Time Audit Worksheet

What is a time audit?

A time audit is a log of all the things you do throughout the week. It should give you a better idea of how you're currently managing your time. Once you've completed the time audit, you can look at how you might want to reprioritise your time while you're studying for exams. It might also help you to identify which times of day are your most productive for studying.

Instructions:

1. If you have pre-planned tasks or activities that happen at set times during the week (such as school, work or extracurricular activities), add those into the time tracker first.

2. Make a note in your time tracker of any unplanned activities as they come up.

3. Whenever you begin a study session, mark your start time in the time tracker.

4. Whenever you take a break or get distracted, note down those times in the tracker.

5. When you finish a study session, mark your end time in the time tracker.

6. When you've finished studying for the day, list all the topics or materials you managed to get through. Note down the total time you spent studying that day.

7. Optional: At the end of the week, calculate how much time you spent on each activity over that period. You might find it interesting to see how much time you spend on hobbies or socialising compared to studying.

Time audit

REACHOUT

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
NOON							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
Hours studied							