

Time Audit Instructions

A time audit is an intentional tool used to evaluate the various ways we use our time. We may generally understand the ways we use our time, but often we complain of not having enough time or being able to use our time in a way that matches our desires and values. One way to make subtle or major adjustments to how we use or spend our time is by engaging in a time audit. We suggest a 5-7 day audit of your time, so that you may gain a comprehensive understanding of how a normal day and week unfolds in your life. This exercise will take a little bit of tedious attention and note taking, but we promise that at the end of your 5-7 day time evaluation, you will be able to learn a lot of valuable information about yourself and your faith in relationship to how you spend your time.

Preparing for your time audit

- List the different roles you see yourself in i.e., mother/father, spouse, friend, employee, etc.

- List your values i.e., faith, health, relationships, etc.

During your time audit

- On a piece of paper, notepad, journal, or on your phone, take daily notes on how you spend your time for the next 5-7 days

- It is best to account for your time in 15-30 minute segments

After your time audit

- Name the categories in which you spent your time
 - For example: sleeping, driving, work, etc.
 - Add up the amount of time you spent in each of these categories on a daily basis
 - Based on your 5-7 day audit, determine the daily averages for each of these categories

- Reflection
 - What did you observe in how you have spent your time?
 - What surprised you?
 - What disappointed you?
 - What was in your control and what was not?
 - How did you handle interruptions, changes in plans, or other outside factors?
 - How does your use of time support the roles you identified prior to doing the audit?
 - How does your use of time support the values you identified prior to doing the audit?
 - What minor or major adjustments do you want to make moving forward?

- Faith Perspective—look at the top three places you spent time and answer these questions:
 - Do you go to God in prayer and engage scripture around the way you spend time? Why or why not?
 - What is the connection to how we use our time and our growth as followers of Jesus?
 - Where do you need to invite God into your life and allow your faith to inform how you use your time?