



Time audit worksheet

Log three days. Write start when you begin. Write end when you stop or pause. When you begin again, use a new row. After three days, complete the review on page two.

Day 1

Date

Start	End	Note

Day 2

Date

Start	End	Note

Day 3

Date

Start	End	Note



Review

Where the hours went

What surprised you

Hours vs value

Keep watching

Let go