168H AUDIT OF YOUR TIME



Time is our most important resource. We should budget it like we budget our money.

1. Write out all the activities you do in a week.
Eg. Sleep, commute, study, beautification,

work, hang with friends, etc.

2. Write beside it how many hours per week you spend on that activity. All together should equal 168h.

Eg. Sleep = 40h, beautification = 9h, etc.

- 3. Reflect on where you're spending your time.
- 4. Write down one thing you want to spend more time, how you will find the time, what might get in the way, and how you will overcome it.

Eg. I want to spent more time on my startup side venture. I plan to reallocate 2 hours from beautification to this per month.

Part 1 & 2

A. How I CURRENTLY spend my time	# of Hours	B. How I LIKE TO spend my time	# of Hours
TOTAL	168h	TOTAL	168h

168H AUDIT OF YOUR TIME



Part 4

What I'd Like to Do More of		
I'd like to do more:		
What might get in the way:		
How will I overcome that obstacle:		