



Reclaim Your Life/Time

TIME AUDIT

Elaine Shannon



Reclaim Your LIFE/TIME with Elaine Shannon

www.elaineshannon.com

Tracking how and where I spend my valuable time

168 hours/week!

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| 5AM | | | | | | | |
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| 11:30 | | | | | | | |
| 12PM | | | | | | | |
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| 3:30 | | | | | | | |
| 4 | | | | | | | |
| 4:30 | | | | | | | |
| 5PM | | | | | | | |



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| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------|--------|---------|-----------|----------|--------|----------|--------|
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When you say, "I don't have time," this puts the responsibility on someone else: a boss, a client, your family, society. The power slips out of your hands. "It's not a priority" turns those 168 hours back into a blank slate, to be filled as you choose with the things you decide matter.

-Laura Vanderkam



Activities examples

SLEEP

- #### WORK
- Commuting Time
 - Scheduled Meetings
 - E-mails
 - Research
 - People hijacking your time
 - Online Networking
 - Travel for work
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- #### MEALS
- Meal Planning
 - Meal prep time/cooking of nutritious meals
 - Grocery Shopping
 - Eating Meals
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- #### FAMILY
- Helping Children with Homework
 - Attending children's activities, dance hockey, cheerleading, basketball, soccer, track & Field
 - Family Time with parents, grandparents and extended family.
 - Outdoor Playtime
 - Date night
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- #### HOME
- Finances
 - Laundry
 - Housework
 - Home maintenance
 - Home improvement
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- #### PERSONAL TIME
- Volunteer Time: Coaching hockey or other children's activities, church or community.
 - Keeping in touch with friends
 - Personal/professional development
 - Wellness, exercise
 - Reading for pleasure
 - Watching TV
 - Hobbies
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- #### OTHER
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Connect with me:

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