



BALL STATE
UNIVERSITY

College of Health

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HB 211



The Time Audit

A TIME MANAGEMENT TOOL

Have you ever said “I just don’t have time for that”? Truthfully, you most likely *did* have time for it, you just didn’t view it as having priority over your other tasks. What about the phrase “Where did the time go?” It’s easy to not realize where you’re time is spent. If you’ve never done a time audit, it can be an eye opening experience.

There are 168 hours in a week and you have to be mindful of how you spend each one of those hours. Your mission, should you choose to accept it, is to audit your time for two weeks. Track what you do throughout the day. This includes how long it takes you to get ready in the morning, commute/walk to class or work, cook and eat dinner, do homework, etc. Log EVERYTHING and how long you did it for. BE HONEST.

At the end of two weeks, look for consistencies. Does it normally take you 20 minutes to get dressed and be on your way to class in the morning or did it vary on the day? Look at how much time you spent doing nothing, you may be surprised! Use what you learned to better plan the following weeks. Use a planner. If you know it takes on average an hour to eat dinner and get back to your dorm, schedule that in, along with an hour of free time. Ensure that you have the appropriate amount of time allocated to studying and doing homework based off of what you learned in your time audit.

Use the accompanying time log on the following pages to help keep track of your time!

For more tips, we recommend reading Laura Vanderkam’s *168 Hours: You Have More Time Than You Think* and watching her TEDTalk [here](#)

"168 Hours" Time Sheet

**LAURA
VANDERKAM**

168 HOURS TIME MANAGEMENT WORKSHEET

Project _____

Date _____

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"168 Hours" Time Sheet

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"168 Hours" Time Sheet

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