



## Daily Time Audit & Performance Reflection

**💡 How to Use This Template:** This template is designed to help you track how you spend your time and reflect on your daily productivity and performance. To use it, start by listing your top priorities or goals for the day. Throughout the day or at the end of time blocks, fill in the "Time Log" section, noting both your planned and actual activities, their priority level, your energy level during that time, and any relevant categories or notes. At the end of the day, complete the "End-of-Day Reflection" section to assess how well you met your goals, identify key learnings, consider what could be done better, evaluate time spent on high-priority tasks, and note any patterns in your energy levels or focus.

**Date:** \_\_\_\_\_

### Top Priorities / Goals for Today

Optionally mark the priority level for your main goals, i. e., H/M/L (High / Medium / Low).

1.

2.

3.

## Time Log

Fill in the "Planned Activity" column at the start of the day or time block. Fill in "Actual Activity" and other columns as you go or at the end of the block/day.

Time	Planned Activity	Actual Activity	Priority (H/M/L)	Energy Level (1-5) (1=Low, 5=High)	Category / Notes (e.g., Project A, Meeting, Admin, Break, Interruption)
8:00 - 8:30 AM					
8:30 - 9:00 AM					
9:00 - 9:30 AM					
9:30 - 10:00 AM					
10:00 - 10:30 AM					
10:30 - 11:00 AM					
11:00 - 11:30 AM					
11:30 - 12:00 PM					
12:00 - 12:30 PM					

Time	Planned Activity	Actual Activity	Priority (H/M/L)	Energy Level (1-5) (1=Low, 5=High)	Category / Notes (e.g., Project A, Meeting, Admin, Break, Interruption)
12:30 - 1:00 PM					
1:00 - 1:30 PM					
1:30 - 2:00 PM					
2:00 - 2:30 PM					
2:30 - 3:00 PM					
3:00 - 3:30 PM					
3:30 - 4:00 PM					
4:00 - 4:30 PM					
4:30 - 5:00 PM					

## End-of-Day Reflection

1. **How well did today meet my goals?** (Circle one)

- ☹️ (Missed most goals)
  - 😐 (Met some goals / Made some progress)
  - 😊 (Met most / all goals)
  - Briefly explain why:
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2. **Key Learning / Takeaway I want to remember**

3. **What could I do better or differently tomorrow?** (Consider time estimation, priority focus, energy management, etc.)

**4. Did I spend adequate time on High Priority tasks? (Yes / Mostly / No)**

◦ Briefly explain why:

A large yellow rectangular area for writing, with a blue border on the right and bottom sides.

**5. What patterns did I notice in my energy levels or focus?**

A large yellow rectangular area for writing, with a blue border on the right and bottom sides.