Handout 3-A: Time Audit Summary

Session 1 (set up) and Session 4 (finish) · about 10 minutes to set up, about 20 minutes to finish, plus about 5 minutes a day of tracking

You can't manage what you haven't measured. This handout holds your prediction, your real log, and the gap between them. It is a working document, not a test. Make your prediction before you log anything, so it stays honest.

Your tracking method: …

Write your prediction in hours for a typical week, then fill in "My log" in Session 4. Put whatever is left (meals, commuting, errands, downtime) under "Other," so each column adds up to 168 hours.

Category	My prediction	My log	Gap (log minus prediction)
Classes or training	…	…	…
Study	…	…	…
Sleep	…	…	…
Work or caregiving	…	…	…
Screens (non-academic)	…	…	…
Other	…	…	…
Total	168	168	0

Three time leaks I found (at least 3): 1. … 2. … 3. …

One thing that took longer than I expected: …

One time block that went better than I expected (I'll protect it): …

Notes

- **Constraints are not leaks.** Work, caregiving, and commuting are fixed parts of your week, not wasted time. Build your plan around them.
- **Rough is fine.** Blocks of about 30 minutes are enough. A messy real log beats a tidy imagined one.
- **If tracking feels stressful,** keep it to a short line per day. You can skip anything that doesn't feel right.
- **Low-tech floor.** A sheet of paper with a line for each day and a few words per block.

Options

The Iowa State worksheet from Session 1, a paper grid, a spreadsheet, a notes app, or a short voice memo each evening.

Worked example

Tracking method: a paper grid on the fridge, filled in each evening.

Category	My prediction	My log	Gap (log minus prediction)
Classes or training	12	12	0
Study	10	6	−4
Sleep	49	44	−5
Work or caregiving	30	32	+2
Screens (non-academic)	14	25	+11
Other	53	49	−4
Total	168	168	0

Three time leaks: 1. Phone checks between study blocks. 2. Switching to email in the middle of a task. 3. Waiting 20 to 30 minutes before starting each session.

Took longer than expected: Wednesday’s commute and errands. They ate the evening I had planned to study.

Went better than expected (protect it): Saturday morning. I got 90 uninterrupted minutes of study.