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MODULE 3

# My Time Audit

Lesson 2



*My*

*Time*



*Audit*

Supercharge Your Motivation

Authentika Academy

Authentika Consulting Inc.



# My Time Audit and Self-Reflection

In the review of your time-blocking worksheet or the way you tracked your time over the course of 2-3 "normal" days, capture your reflections in this activity exercise.

I noticed the following:

A. My tasks and activities fell into the following quadrant(s) most frequently?

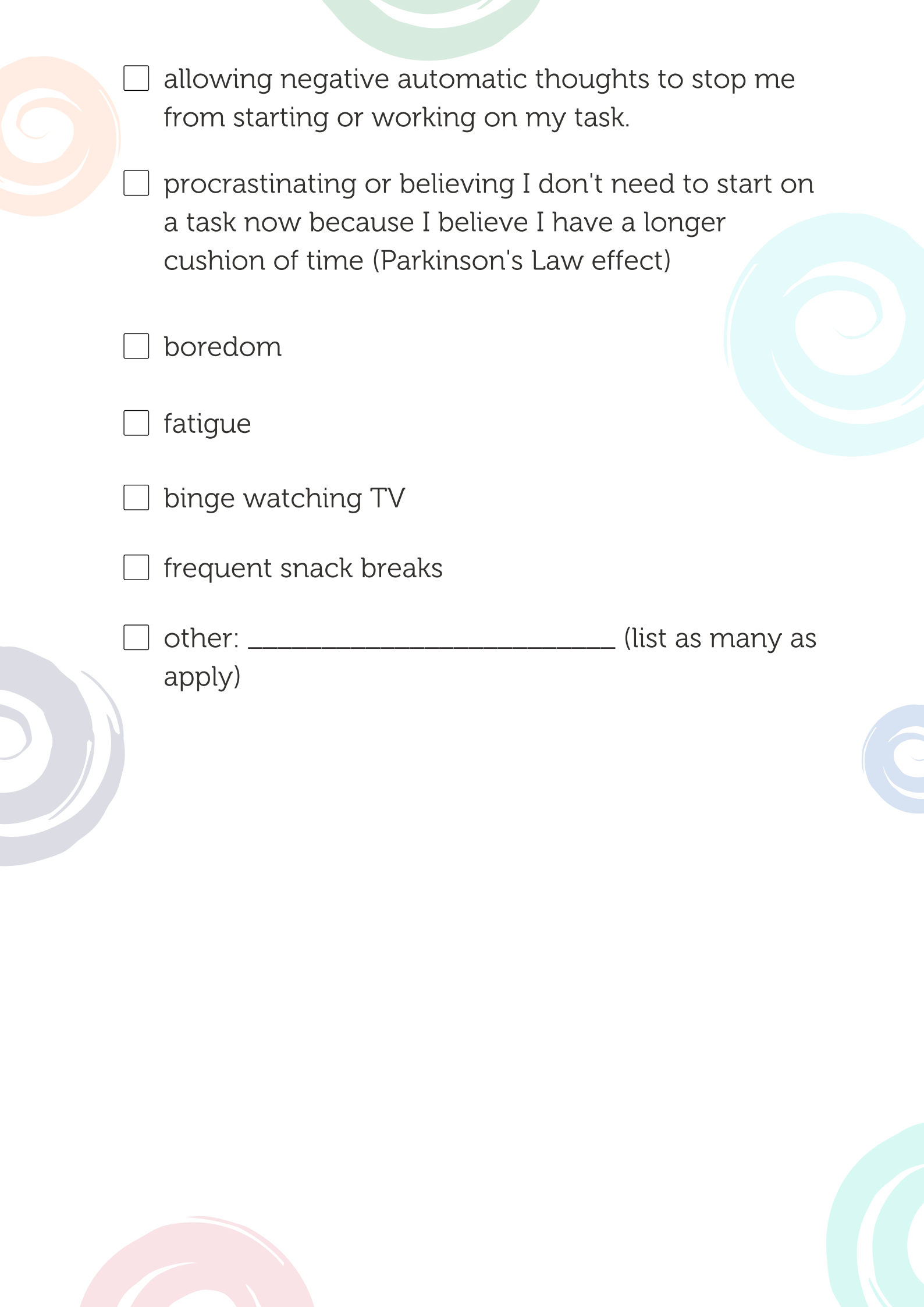
- Quadrant 1: Urgent & Important/"Do First"
- Quadrant 2: Not Urgent & Important/ "Schedule"
- Quadrant 3: Urgent & Not Important/ "Delegate"
- Quadrant 4: Not Urgent & Not Important/ "Don't Do"

B. I tend to be more:

- Proactive
- Reactive

C. I allow the following actions or thoughts to derail my motivation and steal time from me:

- checking email frequently
- checking social media frequently
- chatting too much, taking calls or responding to instant messages when I should be focused on completing my task(s)

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- allowing negative automatic thoughts to stop me from starting or working on my task.
  - procrastinating or believing I don't need to start on a task now because I believe I have a longer cushion of time (Parkinson's Law effect)
  - boredom
  - fatigue
  - binge watching TV
  - frequent snack breaks
  - other: \_\_\_\_\_ (list as many as apply)

# My Time Audit and Self-Reflection

Now that you've had a chance to review your time tracking worksheets, the quadrants of where your activities most frequently occur, and what tends to derail your motivation, answer the following questions:



1. What will I start or continue doing?

2. What will I pause and reflect upon?



# Schedule

2	
Less Urgent, but Important	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

# Delegate

3	
Urgent, but less Important	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>



# Don't Do

Neither urgent nor Important	4	<input type="checkbox"/>
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	



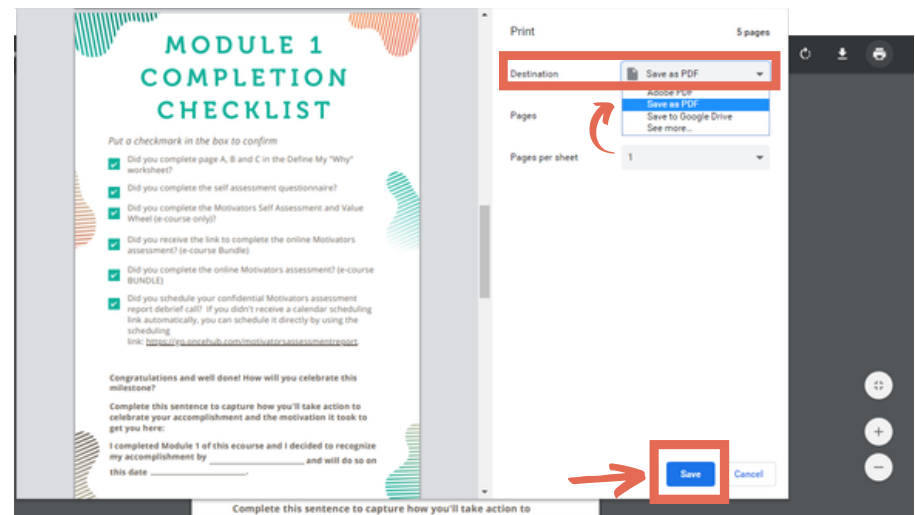


# Guide on how to save your worksheet

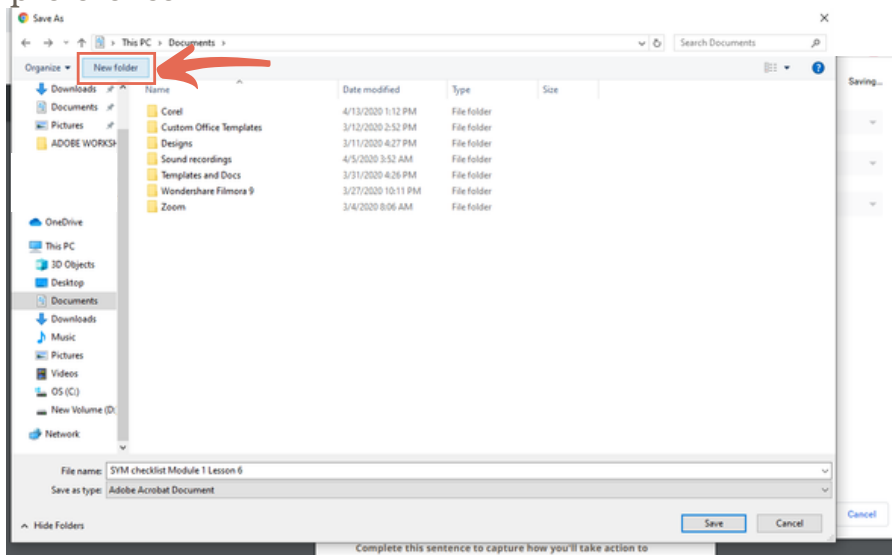
Step 1: Click on the print icon 



Step 2: Choose the destination of your file, select "Save as PDF"



Step 3: Create "New Folder" and name it base on your preference



Step 4: Click "Save" button

