



Time audit

How do you spend your day?

We each have approximately 112 waking hours a week, is your mentee using them effectively to achieve their goals? Support them to fill out a timeline, like the one below, of their previous (or typical) 24 hours. Fill out your own as well. Facilitate a conversation by comparing notes, and exploring if your mentee could spend their time more effectively.

Hour	What did you do?	How long for?	Hour	What did you do?	How long for?
1am			1pm		
2am			2pm		
3am			3pm		
4am			4pm		
5am			5pm		
6am			6pm		
7am			7pm		
8am			8pm		
9am			9pm		
10am			10pm		
11am			11pm		
12pm			12am		



Jacobs



Time audit

Based on the audit, approximately how much time does your mentee spend on each category below?

Does your mentee think they spend too long, or too little on any particular activities?

What can they do to create a better balance?

How you spent your time	Approximately how long
Studying	
Working	
Reading (for pleasure)	
Sleeping	
Travelling	
Socialising	
Hobbies	
Exercising	
TV / Internet	
Social media	
Other	