

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00:00 PM		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM
5:15:00 PM		5:15 PM	5:15 PM	5:15 PM	5:15 PM	5:15 PM	5:15 PM
5:30:00 PM		5:30 PM	5:30 PM	5:30 PM	5:30 PM	5:30 PM	5:30 PM
5:45:00 PM		5:45 PM	5:45 PM	5:45 PM	5:45 PM	5:45 PM	5:45 PM
6:00:00 PM		6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM
6:15:00 PM		6:15 PM	6:15 PM	6:15 PM	6:15 PM	6:15 PM	6:15 PM
6:30:00 PM		6:30 PM	6:30 PM	6:30 PM	6:30 PM	6:30 PM	6:30 PM
6:45:00 PM		6:45 PM	6:45 PM	6:45 PM	6:45 PM	6:45 PM	6:45 PM
7:00:00 PM		7:00 PM	7:00 PM	7:00 PM	7:00 PM	7:00 PM	7:00 PM
7:15:00 PM		7:15 PM	7:15 PM	7:15 PM	7:15 PM	7:15 PM	7:15 PM
7:30:00 PM		7:30 PM	7:30 PM	7:30 PM	7:30 PM	7:30 PM	7:30 PM
7:45:00 PM		7:45 PM	7:45 PM	7:45 PM	7:45 PM	7:45 PM	7:45 PM
8:00:00 PM		8:00 PM	8:00 PM	8:00 PM	8:00 PM	8:00 PM	8:00 PM
8:15:00 PM		8:15 PM	8:15 PM	8:15 PM	8:15 PM	8:15 PM	8:15 PM
8:30:00 PM		8:30 PM	8:30 PM	8:30 PM	8:30 PM	8:30 PM	8:30 PM
8:45:00 PM		8:45 PM	8:45 PM	8:45 PM	8:45 PM	8:45 PM	8:45 PM
9:00:00 PM		9:00 PM	9:00 PM	9:00 PM	9:00 PM	9:00 PM	9:00 PM
9:15:00 PM		9:15 PM	9:15 PM	9:15 PM	9:15 PM	9:15 PM	9:15 PM
9:30:00 PM		9:30 PM	9:30 PM	9:30 PM	9:30 PM	9:30 PM	9:30 PM
9:45:00 PM		9:45 PM	9:45 PM	9:45 PM	9:45 PM	9:45 PM	9:45 PM
10:00:00 PM		10:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM
10:15:00 PM		10:15 PM	10:15 PM	10:15 PM	10:15 PM	10:15 PM	10:15 PM
10:30:00 PM		10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM

Instructions for XM Performance Time Audit

Remember that our goal is to help you work less, make more money, and achieve a more fulfilling, high-impact life. Therefore the time audit is designed to help you get a snapshot of your whole life. Early birds may need to adjust for earlier starts. Night Owls the other way. Try to write down everything.

1. Please survey yourself for **TWO WEEKS!!!**. The data you gather will be very valuable. How much is your time worth an hour? Is the work you are doing worthy of that rate.
2. At the end of each week. Use a color code to give yourself a better visual picture of where you spent your time, for example

Green: Using my top talents for high leverage, high impact work)

Blue: Family time, investing in my spouse, children, etc

Orange: Important Tasks outside my gifts that need to be done to make my business run

Yellow: Unscheduled urgent/emergency activities

Red: Clutter: Low-Impact, low-leverage, time waster

Purple: Self Improvement, Investing in ME!! (exercise, personal development, training, reading)

Pink: Other activities serving my neighbors, community, the world

Add other colors for different activities that are meaningful to you.

