

## Taking back lost time

Time audit: Pick a week and each day log the minutes you spend on each activity

Activity	Monday	Tuesday	Wednesday	Thursday	Friday
Chatting					
Surfing					
Texting					
Social media					
Personal calls					
Emails					

On average I waste \_\_\_\_\_ minutes a week. From now I will:

**Manage**  
my triggers and  
interruptions to:

**Concentrate**  
on one task  
at a time to:

**Reward**  
myself by doing  
something I *want* to do!

