

Time Audit Worksheet

Fill in the grid below with your regular weekly schedule: the hours you spend in prayer, attending meetings, celebrating the sacraments, answering emails, eating, watching the news, etc. Be honest. It is important that you enter the correct amount of time spent on each activity.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							

Guiding Questions for Your Time Audit Worksheet

What tasks or activities do you currently spend the most time on during a typical week?

What things do you spend the least time on during a typical week?

How many hours do you spend everyday in:

Prayer _____

Preparing & Celebrating Sacraments *This includes homilies at liturgical celebrations including Masses, baptisms, weddings and funerals.* _____

Pastoral Care of Your People *This includes counseling individuals and couples, giving spiritual direction, and performing works of mercy (visiting the sick, comforting the sorrowful, etc.)* _____

Administration *This includes day-to-day and operational execution of the parish including overseeing facilities, finances and administrative tasks.* _____

Leadership *This includes developing new strategies for the parish and motivating, inspiring and actively managing people on a daily basis to achieve the parish's goals.* _____

Are you satisfied with how you spend your time every day for the mission?

What can you do to create margin for mission? *For example, can you modify the order of tasks or your schedule to make better use of your time? Are there distractions you can avoid? Can you stop low-value activities? Can you shift to more high-value activities?**



Print the Urgent-Important Matrix, which will help you decide on and prioritize tasks by urgency and importance, sorting out less urgent and important tasks which you should either delegate or not do at all.