



Read more about [how to run a successful time audit on the RescueTime blog](#).

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## Time Audit template

### Step 1: Write down your biggest goals from the past month

Before looking at any data, write down your 3–5 biggest priorities (ongoing goals are fine as well) and the time you intended to spend on them in the past month. This is called setting your intention.

**Goal 1:**

**Intended time commitment:**

**Goal 2:**

**Intended time commitment:**

**Goal 3:**

**Intended time commitment:**

### Step 2: Gather raw time data in RescueTime

Use RescueTime to get honest, raw data on how you *actually* spent your time. Write down your actual time spent on each activity for a given time period (1 month is a good place to start).

**Goal 1:**

**Intended time commitment:**

**Actual time spent:**

**Goal 2:**

**Intended time commitment:**

**Actual time spent:**

**Goal 3:**

**Intended time commitment:**

**Actual time spent:**

## Step 3: Audit your productivity by time of day

RescueTime lets you see when during the day you are most productive, and when you're most likely to be working on specific tasks. This data will help you plan changes to your daily schedule once you're finished your time audit.

For when you're most likely to do certain work, go to your RescueTime profile and scroll down to **Top Activities** and view by **Daily Patterns**.

For when you are most productive, go to **Reports > Productivity > Time of Day**.

## Step 4: Set actions plans for each goal

With this data, you can set specific action plans and [RescueTime alerts](#) to bring your time intentions and allocations back in alignment. Write these for each goal.

### Goal 1:

**Intended time commitment:**

**Actual time spent:**

**ACTION:**

### Goal 2:

**Intended time commitment:**

**Actual time spent:**

**ACTION:**

### Goal 3:

**Intended time commitment:**

**Actual time spent:**

**ACTION:**

## Step 5: Create a new daily schedule based on your new goals

Fill your schedule with your new time commitments. And remember to leave time for meetings and open blocks for unexpected tasks.

*For an example of how this audit looks in practice, read our [full guide to running a time audit on the RescueTime blog](#).*