

RATIONALE AND INSTRUCTIONS FOR TIME AUDIT

Rationale

Washington is a high-pressure, fast-paced area in which to live and work. Jobs are demanding and hours are often long. Opportunities for recreation, entertainment, and cultural events are many and appeal to almost every possible interest. In such an environment, it is easy to adopt a lifestyle that alternates between frenzy and collapse—especially for driven, Type “A” personalities. However, even non-Type “A” people face the perennial challenge of overwork and over-commitment. The end result in either case is that we easily come to live under the “Tyranny of the Urgent.” This means that our lives are not ordered according to God’s priorities but rather man’s.

Our relationship with God and others unfolds in a time-space continuum, which means that our use of time is a very important spiritual matter. The Bible has much to say about the brevity of life and the great importance of ordering our days in a way that enables us to grow in the knowledge and love of God and to fulfill his purposes for life. The failure to make time for our relationship with God is one of the major hindrances to spiritual growth and maturity.

If we are to order our days aright, we must begin by learning how we actually spend the minutes of each day. This will reveal to us our priorities and show us where we need to make changes in order to grow spiritually. The attached Time Audit is a tool to facilitate this process. For some it will seem to be tedious, for others an unnecessary annoyance. However, it is important that you do it nonetheless—and that you do it according to the following directions. As you do, it will provide an important resource for making the time necessary for the Fellows program to be of value to you.

Instructions

Please select a typical week and record what you do using a minimum of 30 minute increments. This will require focus and discipline but is achievable. Many busy leaders and executives have found this to be a very valuable exercise, and so will you, if you follow these directions.

TIME AUDIT SHEET

TIME	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00 AM							
5:30 AM							
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							
10:30 PM							
11:00 PM							
11:30 PM							
12:00 AM							