

mastering productivity at home

TIME MANAGEMENT AUDIT

for remote professionals



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Working from home has many benefits but it is blurring the line between life and work.

*If you're tired of feeling overwhelmed and stressed out by your busy schedule, it's time to **take action** and create a sustainable work-life balance. Life is too short to let regrets stack up!*

*Use this document to reflect on how you spend your time **and learn to identify patterns and habits in seven steps.***

*Join **me, Ilaria Vilkelis in a live-cohort program** to gain the tools, support, and **accountability** you need to transform your time management habits and achieve your goals.*

*Imagine connecting with a community of like-minded individuals who are all striving towards the **same goal** of creating a more balanced and productive life.*

*Imagine receiving **guidance and support** and help **to identify the root causes** of your time management challenges.*

*Together we will develop effective strategies to create a life that honors your commitments, but also makes space for a rich and fulfilling life. **You are off to a great start!** I hope you will find this document useful and we will have soon a chance to meet.*

To your success!

Ilaria Vilkelis

Running a time audit is a useful way to identify how you're currently spending your time, and make adjustments to better align with your goals and priorities.

A time audit is a process of tracking and analyzing how you spend your time over a specific period, such as a week or a month. It involves recording and categorizing all of your activities during that time frame. By doing a time audit, **you can get a clear picture** of how you spend your time and identify where you may be wasting time or not using it effectively.

Once you have identified how you're currently spending your time, you can **use that information to make adjustments** and better align your activities with your goals and priorities.

For example, if you find that you spend a lot of time scrolling through social media during your workday, **you can adjust your habits** to focus more on work-related tasks that better align with your goals. Or if you find that you're spending too much time on non-essential activities, you can adjust your schedule to devote more time to activities that are more important to you.

The insights gained from a time audit can help you to **become more productive, focused, and intentional with your time**. By identifying areas where you may be wasting time or not using it effectively, you can make adjustments to better align your activities with your goals and priorities.

Ultimately, a time audit can help you to become more efficient and effective in your daily life.

NEXT - Discover seven step for running your own time audit:

Set a timeframe: Determine the timeframe for your time audit. This could be a week, two weeks, or a month, depending on how much time you want to track.

Setting a timeframe for your time audit is important because it **provides structure** and helps to ensure that you collect useful and accurate data.

Without a set timeframe, you may find that your data collection is haphazard or incomplete, making it **difficult to draw meaningful conclusions**.

By determining the timeframe for your time audit, you **establish a clear starting point and endpoint** for tracking your activities.

This can help you to stay focused and consistent in your data collection, ensuring that you capture all of your activities during that time period.

Additionally, **by setting a specific timeframe**, you can easily compare your activities across different days or weeks, providing **insights into patterns and trends** in your time management habits.

The duration of your time audit will depend on your **goals and how much time** you want to track. A week-long time audit may be sufficient if you're looking to identify patterns in your daily routine, while a month-long time audit may be more appropriate if you're looking to identify longer-term trends or evaluate the effectiveness of new time management strategies.

In summary, setting a timeframe for your time audit is essential for ensuring that you collect useful and accurate data, **stay focused and consistent** in your data collection, and gain insights into patterns and trends in your time management habits.

NEXT - Choose a method for tracking your time:

Choose a method for tracking your time.

You could use a spreadsheet, a journal, or a time-tracking app. It's important to choose a method that you're comfortable with and be consistent with throughout the audit.

Choosing a method for tracking your time is important because it helps you to collect accurate and **useful data** that you can use to make improvements to your time management. By choosing a method that you're comfortable with and that you can be **consistent** with throughout the audit, **you can ensure that your data is reliable** and reflects your actual time usage.

There are many different methods you can use to track your time, such as spreadsheets, journals, or time-tracking apps. Each method has its own advantages and disadvantages, and the right method for you will depend on your personal preferences and needs.

For example, if you're comfortable with spreadsheets and **enjoy organizing** data, a spreadsheet may be a good choice for you. On the other hand, if you prefer **a more tactile approach**, a **journal** may be a better fit. And if you're looking for a more automated solution, a **time-tracking app** may be the way to go.

Whatever method you choose, it's important to **be consistent** with it throughout the audit. This means using the **same method** every day, recording all of your activities, and being as accurate and detailed as possible. By doing so, you can **ensure that your data is reliable and reflects your actual time usage**, which in turn can help you to identify areas where you can improve your time management and become more productive.

NEXT - Create categories for your time:

Create categories for your time. For example, you could categorize your time as work, personal, family, leisure, or exercise. This will help you to identify how you're spending your time across different areas of your life.

Creating categories for your time is critical because it helps you to gain a better understanding of how you're spending your time across different areas of your life. By categorizing your time, you can **identify patterns and trends in your time usage** and see where you're spending your time in a balanced and healthy way or if you're spending too much time in one area and not enough in another.

For example, if you categorize your time as work, personal, family, leisure, and exercise, you can see if you're spending too much time on work-related activities and not enough on exercise or personal activities. Or, **you may discover that you're spending too much** time on leisure activities and not enough on work or family activities.

Categorizing your time also helps you to understand how different activities may be impacting your **overall productivity** and well-being. For instance, if you find that you're spending too much time on non-essential activities, such as social media or watching TV, you may need to adjust your habits to focus more on activities that are more important to your goals and priorities.

Overall, creating categories for your time is critical because it helps you to identify how you're spending your time across different areas of your life, understand patterns and trends in your time usage, and make adjustments to ensure that you're using **your time in a balanced and productive way.**

NEXT - Record how you are spending your time:

Record your time: Record how you're spending your time throughout the chosen timeframe. Be as detailed as possible, noting the start and end time for each activity, and the category it falls under.

Recording how you're spending your time throughout the chosen timeframe is critical because it provides accurate data that you can use to **analyze your time management habits and make improvements**. By recording the start and end time for each activity and the category it falls under, you can **create a clear picture** of how you're using your time.

Being as detailed as possible in your time tracking allows you to gain a deeper understanding of your **time usage patterns**. For instance, you may think that you're only spending a few minutes on social media, but by tracking your time, **you may discover that you're actually spending much more time on it than you realized**. This level of detail can help you to identify where you may be wasting time or not using it effectively.

Moreover, categorizing your activities by work, personal, family, leisure, or exercise allows you to see how you're spending your time across different areas of your life. This can help you to identify if you're neglecting important areas or **if you're spending too much time** in certain areas at the expense of others.

Overall, recording your time in detail provides valuable data that you can use to gain insights into your time management habits and make improvements. It allows you to create a clear picture of how you're spending your time, identify areas where you can make changes to be more productive, and ensure that you're using your time in a **balanced** and healthy way.

NEXT - Analyze your results:

Analyze your results: Look for patterns and trends in how you're spending your time.

Analyzing the results of your time audit is critical because it allows you to identify patterns and trends in how you're spending your time, and make adjustments to better align with your goals and priorities.

One way to analyze your results is to look for patterns and trends in your time usage. For example, you may find that you consistently spend more time on work-related tasks than on personal or family activities. Or you may notice that you spend a lot of time on social media or other non-essential activities **during certain times** of the day.

Once you've identified patterns and trends in your time usage, you can start to identify areas where you're spending **too much or too little time**. For instance, if you find that you're spending too much time on work-related tasks, you may need to adjust your schedule to devote more time to personal or family activities. On the other hand, if you're spending too little time on **exercise or self-care**, you may need to adjust your habits to prioritize those activities.

Finally, analyzing your results **allows you to identify areas where you could make adjustments to better align with your goals and priorities**. For example, if you're working long hours and not achieving your work-related goals, you may need to adjust your workload or delegate tasks to others. Some results may surprise you! Just be **curious** and **avoid beating yourself up**, if you don't see what you had hoped to see.

Or if you're not spending enough time on activities that are important to you, such as pursuing a hobby or spending time with friends, you may need to make adjustments to ensure that you're prioritizing those activities.

NEXT - Make adjustments, create time management strategies:

Use your time audit results to make adjustments to your **time management strategies**. Identify areas where you can make changes, and set goals for how you want to spend your time moving forward.

Use your time audit results to make adjustments to your time management strategies to:

Increase productivity: By identifying areas where you're wasting time or not using it effectively, you can make adjustments to become more productive and efficient.

Improve work-life balance: By analyzing how you're spending your time across different areas of your life, you can identify areas where you may be neglecting important areas, and make adjustments to ensure that you're using your time in a balanced and healthy way.

Find ore time for important activities: By identifying areas where you're spending too much time on non-essential activities, you can make adjustments to prioritize activities that are important to your goals and priorities.

Improve focus: By analyzing when you're most productive and using that time for your most important tasks, you can improve your focus and get more done in less time.

Reduce stress: By identifying areas where you're overworking yourself or not taking enough breaks, you can make adjustments to reduce stress and improve your overall well-being.

Increase job satisfaction: By setting goals for how you want to spend your time and aligning your activities with your goals and priorities, you can increase your job satisfaction and overall fulfillment in your daily life.

Improve relationships: By making adjustments to ensure that you're spending enough time with loved ones and pursuing activities that make you happy, you can improve your relationships and overall quality of life.

NEXT - Create a sustainable work-life balance:

While a time management audit is an excellent first step towards creating a more balanced and productive life, joining a live cohort program run by an experienced productivity coach helps you to create accountability, understand the underlying causes of your time management habits, and make sustainable changes that can improve your overall well-being and productivity.

Make the most of your time audit so that it will lead to long-lasting benefits. Join me on Maven where I run live cohorts and guide you through the process of creating a **sustainable life balance**.

A live cohort program provides you with a structured environment where you can engage with a community of like-minded individuals and receive guidance and support from an experienced coach. You'll have the opportunity to discuss your time management goals and challenges with others who are going through the same process, share ideas and strategies, and learn from one another's experiences.

An experienced coach can also help you to dive deeper into your time management habits and understand **the root causes** of why certain activities take up a lot of your time. For example, you may discover that you have a habit of procrastination, or that you struggle with setting boundaries in your personal or professional life.

Once you understand these underlying causes, you can take steps to address them and create a more sustainable life balance.

Moreover, by joining a live cohort program, you create accountability for yourself. You'll have **regular check-ins** with your coach and your peers, and you'll be motivated to make progress towards your goals. This level of accountability can help you to stay focused and committed to your time management strategies and make long-lasting changes in your daily life.

NEXT - Discover a **wonderful opportunity to join a live cohort-program:**

If you're tired of feeling overwhelmed and stressed out by your busy schedule, it's time to take action and create a sustainable life balance.

Join me, [ILARIA VILKELIS, MBA](#) live-cohort program run to gain the tools, support, and accountability you need to transform your time management habits and achieve your goals. By doing so you'll have the opportunity to connect with a community of like-minded individuals who are all striving towards the same goal of creating a more balanced and productive life.

You'll receive **guidance and support** from a highly experienced coach! I will help you **to identify the root causes** of your time management challenges, develop effective strategies for managing your time, and **create accountability** to ensure that you stay on track.

Take charge of your time and create the life you've been dreaming of, join our live-cohort program today. Take a giant step towards a more balanced, fulfilling, and productive life, and unlock your full potential. Just click on the image below



THE TIME-HACKER HANDBOOK
tips and tricks to master remote working

ILARIA VILKELIS

 **maven**

NEXT - Find out more [about the instructor:](#)



ILARIA VILKELIS, MBA



Ilaria is a **seasoned executive coach** with over 20 years of international coaching expertise. She coaches senior managers and high potentials to lead diverse teams with impact, clarity of vision, engaging communication, and appropriate motivation. She worked extensively at **IMD Business School in Lausanne**, Switzerland, where she has helped over 500 senior executives communicate powerfully, delegate effectively, and **strengthen their productivity**. She draws from her life as an expatriate and her rigorous coaching training to create memorable and powerful sessions. She is currently working for SDA Bocconi, the Milan business school where she also received her MBA.

An award-winning international speaker, she has a unique way to reach the heart of her audiences and her clients alike.

Before being a coach, Ilaria was a management consultant and communication trainer.

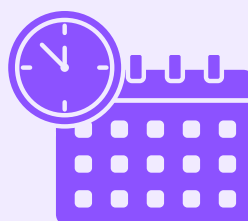
Over the years, she worked with many industries and companies at all stages of development.

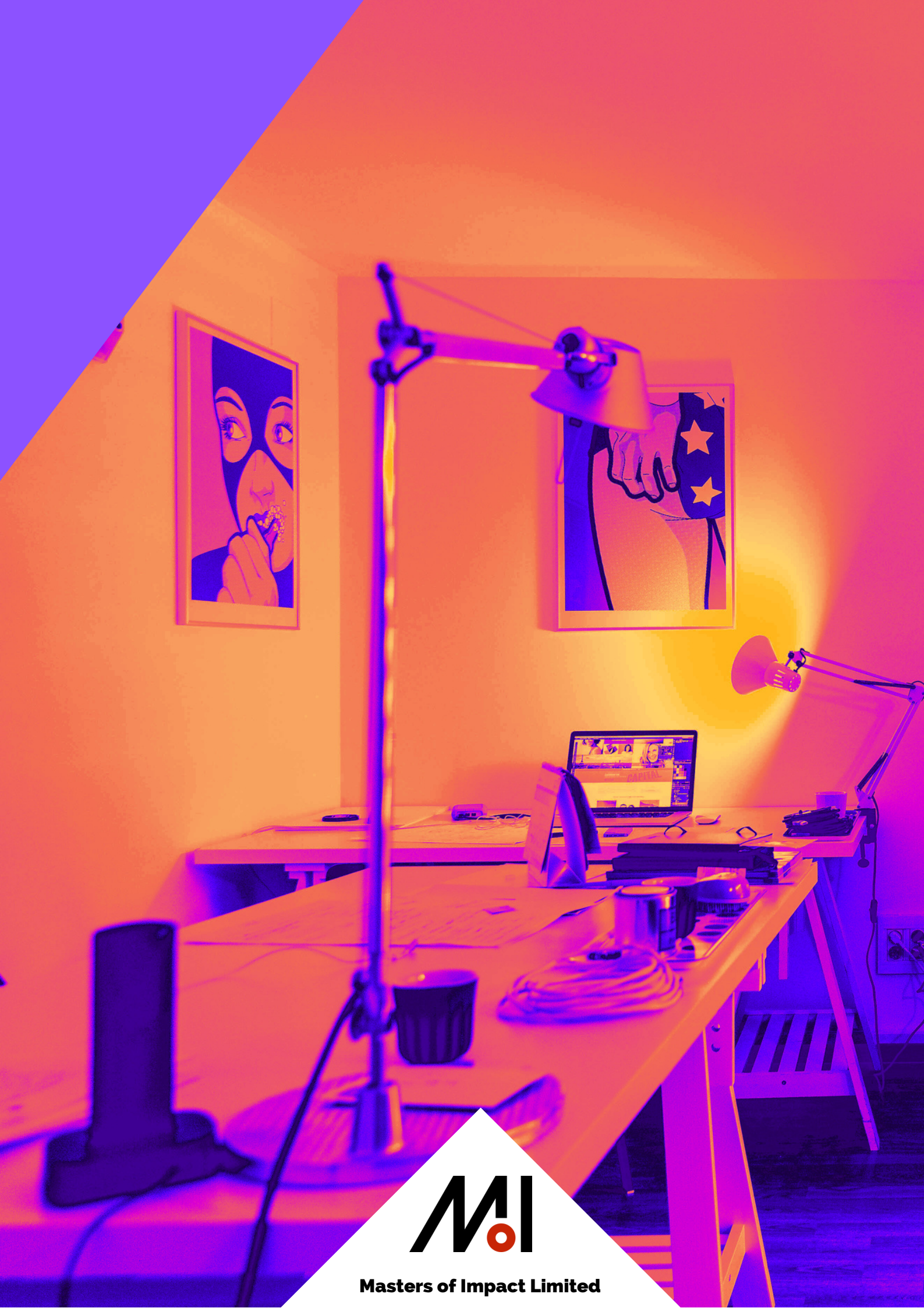
I came into the coaching program with multiple areas I wanted to improve on, Ilaria was able to help me with all of the areas in these few sessions.

It's been really good on a personal level to understand where I am in my management journey and the challenges that come with that. Thank you Ilaria!

Ilaria understood my challenges perfectly and she showed me a different perspective!

Want to meet me? Click on the calendar to book a **30 mins call and find out how I can help you**





Masters of Impact Limited