



## 24-Hour Audit Tool

*This tool equips you to review and revise your daily, weekly, monthly activities to prioritize your time investment in what will yield the greatest returns in achieving your 360 leadership goals and vision.*

1. In the table below, write down the Activities you plan to do each hour of the 24 hours of a typical WEEKDAY:

Time	Activity
0000-0100	
0100-0200	
0200-0300	
0300-0400	
0400-0500	
0500-0600	
0600-0700	
0700-0800	
0800-0900	
0900-1000	
1000-1100	
1100-1200	
1200-1300	
1300-1400	
1400-1500	
1500-1600	
1600-1700	
1700-1800	
1800-1900	
1900-2000	
2000-2100	
2100-2200	
2200-2300	
2300-0000	

- 1A. Note the importance of each activity by writing any of these letters applicable to each activity:

- a. V for your Non-Negotiable Value
- b. C for an area of your Competitive Edge
- c. F for giving you Fulfilment
- d. R for honoring your Important Relationships
- e. M for making you money
- f. I for positively impacting others

- 1B. Review the list of activities again, writing a “5” for each activity that INCLUDES ALL 5 (V, C, F, R, M, I), a “4” that includes 4, “3” that includes “3”, “2” that includes 2 of the 5 letters (V, C, F, R, M, I).



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2. In the table below, write down the Activities you plan to do each hour of the 24 hours of a typical WEEKEND DAY:

Time	Activity
0000-0100	
0100-0200	
0200-0300	
0300-0400	
0400-0500	
0500-0600	
0600-0700	
0700-0800	
0800-0900	
0900-1000	
1000-1100	
1100-1200	
1200-1300	
1300-1400	
1400-1500	
1500-1600	
1600-1700	
1700-1800	
1800-1900	
1900-2000	
2000-2100	
2100-2200	
2200-2300	
2300-0000	

2A. Note the importance of each activity by writing any of these letters applicable to each activity:

- V for your Non-Negotiable Value
- C for an area of your Competitive Edge
- F for giving you Fulfilment
- R for honoring your Important Relationships
- M for making you money
- I for positively impacting others

2B. Review the list of activities again, writing a “5” for each activity that INCLUDES ALL 5 (V, C, F, R, M, I), a “4” that includes 4, “3” that includes “3”, “2” that includes 2 of the 5 letters (V, C, F, R, M, I).



### 24-Hour Audit Assessment

3. What have you noticed about what you currently invest your time in?
4. What implications does what you currently invest your time in have on your daily, weekly, monthly, quarterly, and annual goals?

5. Ask yourself,

“Will the way I currently invest my time the most effective way to get to:

- (a) who I want to be?
- (b) what I want to be known for?
- (c) the results I seek to achieve for my personal, professional, relational, financial, and impact goals?

5A. If you answered “No” to Question 5, what do you want to do about the disconnect between how you currently invest your time, and the results you seek?

5B. If you answered, “Yes” to Question 5, how can you be more efficient and effective in what you invest your time in?

6. To more effectively invest your time for the returns you seek, what 1-3 things do you need to:

(a) START doing (How much, when, with whom)?

(b) STOP doing (Delete, Delegate, Defer)?

(c) Condense (how much time will you shorten it to? When? How often)?

(d) Combine (what else will you do this with for most efficient investment of your time)?