

2ND MONTH

**AUDITING YOUR
TASKS AND
CALENDAR
WORKSHEET**

The importance of a calendar audit

A calendar audit refers to the process of reviewing and analyzing how you manage your time, commitments, and activities using a calendar or scheduling tool. It is an essential practice for personal and professional development, as well as for optimizing productivity and achieving your goals. Here are a few reasons why it's so important:

- ✓ **Time management improvement:** A calendar audit helps you identify time-wasting activities, bottlenecks, and inefficiencies in your schedule. By understanding where your time is going, you can make necessary adjustments to focus on tasks that truly matter.
- ✓ **Prioritization and goal alignment:** Reviewing your calendar allows you to assess whether your daily, weekly, and monthly activities align with your long-term goals and priorities. It helps you ensure that you are dedicating sufficient time and attention to the things that will move you closer to your objectives.
- ✓ **Avoiding overcommitment:** A calendar audit helps you see if you have a tendency to overcommit to tasks, events, or appointments. This insight can prevent burnout and stress caused by trying to do too much in limited time.
- ✓ **Identifying patterns and trends:** Analyzing your calendar over time can reveal patterns in your productivity, energy levels, and fluctuations in workload. This understanding can assist in planning future schedules more effectively.
- ✓ **Work-life balance:** By examining your calendar, you can assess whether you are allocating enough time for personal life, family, hobbies, and self-care. It enables you to strike a better balance between work and personal responsibilities.

The importance of a calendar audit

- ✔ Accountability and self-awareness: A calendar audit encourages self-reflection and promotes a sense of accountability. You can see if you're consistently following through on your commitments or if you tend to reschedule or miss important tasks.
- ✔ Optimizing routines and habits: By evaluating your daily routines and habits recorded in the calendar, you can identify opportunities for improvement. You can develop more productive routines and eliminate habits that hinder your progress.
- ✔ Stress reduction: By organizing and streamlining your schedule through a calendar audit, you can reduce stress and anxiety associated with disorganization and missed deadlines.
- ✔ Enhancing collaboration: If you're part of a team or organization, a calendar audit can help ensure better collaboration and scheduling of group meetings or events. It prevents conflicts and overlaps in schedules, leading to smoother operations.
- ✔ Making data-driven decisions: A calendar audit provides valuable data about your time allocation, allowing you to make informed decisions about where to invest your efforts for optimal results.

ASK YOURSELF THE FOLLOWING QUESTIONS

General questions:

- #1 How happy am I with my current calendar system?
- #2 How happy am I with my current task management system?
- #3 What challenges am I facing with both setups right now?
- #4 What are the strengths of my calendar and task management systems?
- #5 Are my tasks, events and projects clearly separated in my productivity system?
- #6 Do I usually remember *where* to write down something as it comes up?
- #7 Is there a clear distinction between type of tasks, type of events and type of projects?
- #8 Is it hard to navigate my current organization system?
- #9 Do I usually remember where to find something quickly in my system?
- #10 Am I constantly changing the structure of my system?
- #11 Is there an overwhelming amount of tasks or events in my system?
- #12 Does my system allow me to clearly distinguish what's important from what's not important?

Time-management/calendar questions

- #13 How often do I usually schedule tasks?
- #14 Is there a balance between leisure and work in my calendar?
- #15 Do I schedule regular breaks throughout the day?
- #16 Is my focus time usually longer than 2 hours?
- #17 Do I schedule buffers to allow events to overspill?
- #18 Am I taking the necessary steps to protect my system from a reactive job/lifestyle?
- #19 Is there any part of my calendar purposely left blank?

ASK YOURSELF THE FOLLOWING QUESTIONS

Task management questions:

#20 Do I often postpone my tasks after one week of trying to tackle them?

#21 Do I often postpone my tasks after one month of trying to tackle them?

#22 Do I dump tasks into my system without a clear idea of their timeframe?

#23 Do I clearly define timeframes for all of my tasks (day + hour)?

#24 Do I usually break down a bigger task into smaller sections?

#25 Do I tend to write down my tasks under big, abstract terms (i.e. "work", "study", "clean"?)

#26 If a task is an action item from a bigger project, is that clearly identified in my system?

#27 Do I clearly categorize different types of tasks in my system?

#28 Does my system allow me to delegate tasks to other people, if needed?

#29 Do I clearly identify the level of urgency or priority of each task?

#30 Do I pick tasks randomly when I start my day?

#31 Is there any criteria behind my task selection system?

#32 Do I plan my tasks a day in advance? 3 days in advance? A week in advance?