

# PROSPER

Master Class

## Time Audit

Leveraging Leader Return on Energy (ROE)  
for Greater Business Return on Investment (ROI)



Time is our most finite resource. Each of us has the same amount of time, regardless of our profession, position, and roles in life. The actions and results of your life are directly related to the decisions you make in spending your time and energy. What will you have to show for the use of your most finite resource? Will you make the difference you want to make, or will you have little to show for the life you've led as you look back over a span of time?

Time management has proven unsuccessful for many people. Smart leaders today learn to maximize their finite resource of time by focusing on energy management. In *The Era @ Work*, author Tony Schwartz says, "The best leaders define a clear and compelling vision...while serving themselves as role models who walk their talk." If you want your team to perform, you must model effective energy management. To start this process, you need to understand how you currently manage your time and energy.

This assessment reveals where you are spending your time and energy. Examining your daily schedule through the lens of energy management and your strengths can provide valuable insight. Understanding the relationship between time use and energy management leads to focusing on those activities only you can do to increase your business ROI.

**"You, fully grounded and centered for an hour is worth you, frazzled, distracted and exhausted for ten hours."**

**Rob Bell**

## Complete the Time Audit:

- Think about your “typical” day. (If you feel you have no typical day, create a hybrid day out of an average week.)
- Write down each activity you do in the column labeled Activity.
- For each activity, in the column labeled Energize/Drain, circle the number that relates to how much the activity energizes or drains you, with 5 being very energized and 1 being very drained.
- For each activity, in the column labeled Strength/Weakness, record Strength if you feel this activity uses a Strength or Weakness if it uses a Weakness.

Activity	Energize/Drain	S/W
	5 4 3 2 1	
	5 4 3 2 1	
	5 4 3 2 1	
	5 4 3 2 1	
	5 4 3 2 1	
	5 4 3 2 1	
	5 4 3 2 1	
	5 4 3 2 1	
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	5 4 3 2 1	
	5 4 3 2 1	

# Observations

Based on your audit, answer the following questions.

What are you pleased with?

What is missing?

What are your activities costing you?

What is the underlying benefit to continuing draining activities?