



Personal Work Audit

DISCOVER HOW YOU ACTUALLY WORK (*NOT HOW YOU WISH YOU WORKED*)

This 3-day work audit will help you identify your natural productivity patterns, energy fluctuations, and workflow bottlenecks. Don't edit or judge your responses—the goal is honest observation.

1 Date: _____

Date: _____

Date: _____

Instructions

1. Choose 3 typical workdays (ideally consecutive)
2. Set an hourly reminder to complete the check-in
3. Be honest! This is for your eyes only
4. Look for patterns in your completed audit
5. Use your insights to design a workflow that works WITH your natural tendencies

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DAY 1: DATE _____

Time	What I'm Working On	Energy Level (1-10)	Focus Level (1-10)	Distractions/Interruptions	Notes
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM					
4 PM					
5 PM					

Example



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End-of-day reflections!

Ask yourself these questions at the end of each day you audit.

- Most productive hour today
 - Least productive hour today
 - Biggest time drain
 - One thing that worked well
 - One thing to try differently tomorrow
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Look for Patterns

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Energy Patterns

- When is my energy consistently highest?
- When does my energy predictably dip?
- What types of tasks energize me?
- What types of tasks drain me?

Focus Patterns

- What time of day am I most focused?
- What conditions help me maintain focus?
- What are my most common distractions?
- How long can I sustain deep focus before needing a break?

Task Patterns

- What types of work do I naturally gravitate toward?
- What work do I tend to procrastinate on?
- When do I do my best creative thinking?
- When do I do my best analytical thinking?

Environment Patterns

- Where am I most productive?
 - What environmental factors improve my productivity?
 - What environmental factors decrease my productivity?
 - What technology helps/hinders my workflow?
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Designing Your Workflow

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Based on your audit patterns, design a workflow that works WITH your natural tendencies:

- My peak energy hours should be used for: _____
- My low energy hours are best for: _____
- My ideal deep work block duration is: _____
- I should batch similar tasks during: _____
- My top 3 distractions and how I'll manage them:
 - _____
 - _____
 - _____
- Environmental changes I'll make to support my productivity:
 - _____
 - _____
 - _____
- Technologies/tools that align with my natural workflow:
 - _____
 - _____
 - _____
- Three productivity experiments I'll try next week:
 - _____
 - _____
 - _____

Remember: The goal isn't to force yourself into someone else's productivity system but to design one that works with YOUR natural patterns and tendencies.
