

# Time Stealers Audit

Complete this table by hand for a week. Note down in the left column the **Time Stealers** that affect you and one stroke in the appropriate box every time each one adversely affects you. The completed table will clarify where your time is being consumed – and particularly what the common triggers are which pull you off focus. Make copies of this form and distribute them to your colleagues and staff – then discuss the results.

Week commencing ..... of ..... 2012

Time Stealers	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday