

The Calendar Audit Worksheet

A reflective tool for seeing whether your schedule actually reflects what matters most.

How to use this worksheet

Look back over the last two weeks of your calendar as honestly as you can. Notice what actually received time, energy, and protection - not just what you intended to prioritize.

1. What in the last two weeks of my schedule genuinely reflected what I care about?

2. What filled the calendar that I would not have chosen deliberately?

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3. What was consistently crowded out?

4. What one thing would I protect in next week's calendar that currently doesn't get protected?

Circle what is real. Protect what matters next.