Time Audit Checklist Template

DRAGON 100™

Date _____

Start Time	End Time	Total Time	Task	Type
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing
				☐ Doing ☐ Deciding ☐ Delegating ☐ Designing

Total Time _____ Doing _____ Deciding _____

Delegating _____ Designing _____