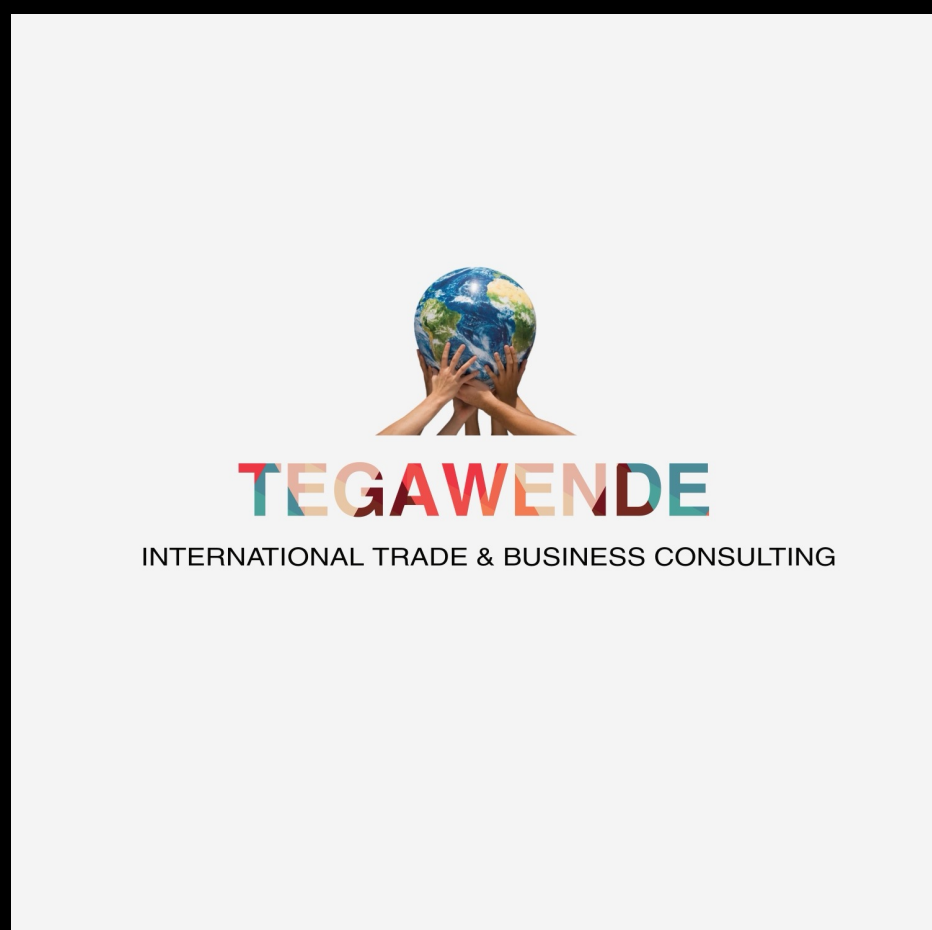


Ready to Reset? Start with This Powerful Time Diagnostic

A comprehensive guide to performing a time audit that helps you diagnose where your time is going and realign your activities with your priorities. This diagnostic tool serves as the foundation for personal and professional transformation, helping you understand your current situation before making meaningful changes.



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The Importance of Diagnosis

Before building any meaningful strategy in your personal or professional life, there's one step you simply can't skip: **Knowing where you stand.**

At Tegawende, we begin every transformation journey with a clear, structured **diagnosis**. I did it myself — when I decided to break free from burnout and rebuild my life, this was my very first step.

Why is a diagnosis so important?

It allows us to take stock of our situation, to understand how we got here and what is preventing us from reaching our goals — and then to take the right actions to adjust our course.

Understand

How you got to your current situation

Identify

What's holding you back from progress

Choose

Your next steps with intention

In the [IMAGINE method](#), this falls under **Identity** and **Acceptance** — two essential phases to realign before you act.



Diagnostic Tools for Personal and Professional Growth

A good diagnosis must be **deep, comprehensive, and actionable**. There are several tools that can help — I'll introduce them in detail over the next few weeks.

Personal Sphere

- Time Diagnostic
- Ikigai
- Life Wheel
- Maslow's Pyramid
- Lifeline

Professional World

- Customer Journey
- SWOT
- Data Audit
- Descriptive Analysis
- Porter's Five Forces
- Balanced Scorecard
- BCG Matrix
- VRIO

Let's start with the Time Audit

It's a **cross-functional tool**: quite simple to use for personal life. You might need to make it **more complex in the workplace** due to the number of variables to be considered. Should you need more assistance for that [contact me](#), I'll gladly help you build it.

A good diagnosis is more than just "looking at your calendar." It means taking a **real, honest look** at how you spend your time — and whether it aligns with your values.



Listing Your Activities

Step 2 – List all your activities

Think of everything you do, big or small. As things come to mind, write them in column 2. Don't worry about the order.

Add occasional activities (weekends, holidays). Think about things you used to enjoy but stopped doing.

Also, include important things that should be in your life, even if they aren't yet — like family, God, friends...

Daily Habits

Regular activities that form part of your routine

Occasional Hobbies

Things you do for enjoyment but not regularly

Past Passions

Activities you once loved but have abandoned

Future Aspirations

Things you want to incorporate into your life

List everything you do – From daily **habits** to occasional **hobbies**, past **passions** or future **aspirations**. Even things like "family," "faith," or "friends" — **if they matter, they belong here.**

Tracking Your Time

Step 3 – Fill in columns 3 to 5

Ask yourself: **how much time do I devote to each activity** during the week, weekends, and vacation?

Use rough time blocks — hours, half-days... even estimates are fine. Roughly how many hours per week do you spend on each activity in different contexts?

Some activities may remain blank or have negligible time values.



Weekdays

Regular work week activities

Weekends

Free time and personal activities

Vacations

Special time off activities



Prioritizing and Analyzing

Step 4 – Prioritize what matters

Let your intuition speak. Which activities matter most to you?

In column 1, rank your top 10 most important activities. Start with 1 (most important to you), then 2, and so on.

Let your heart decide, not your schedule.

Step 5 – Analyze the gap

Now reflect:

- Where is my time going?
- Do I dedicate enough time to what really matters to me?
- Are there superficial activities taking too much space?

Where does your time actually go... and how does that compare to what really matters?

Step 6 – Mark what to Adjust

Mark a **plus (+)** or **minus (-)** in the three right-hand columns for activities you want to increase or reduce.

More of

Less of

Taking Action

Step 7 – Act now

Take a first step — TODAY

Choose *one activity that truly matters*, and take one tiny action:



Fitness Priority

Go for a walk or hit the gym



Social Life

Call a loved one and plan something



Reading

Grab a book and start reading



Spiritual Life

Say a prayer or find a nearby place of worship

These are only examples. Everyone's path is different. Make your first move toward balance.

Only you hold the recipe for your well-being. Why not begin today?

My Special Recipe to get better

Starting **today** I am doing ...

Starting **today** I am doing more...

Starting **today** I am doing less..

And I will also

My commitments

Action 1

Action 2

Action 3

Your Turning Point

✨ What if today was your turning point?

What if, **instead of procrastinating**, you gave yourself 30 minutes today to **do your Time Diagnostic**? Imagine sitting down for 30 minutes, just you and your truth — no distractions.

You might realize:

- **What truly lights you up**
- What's silently draining you
- And **what needs more space in your life**

🎯 This is the **foundation** for every tool that follows.

This is how change begins.

With clarity. With honesty.

In a nutshell, with **one small shift toward what lights you up**.

💬 Want a printable version of the Time Diagnostic to get started?

IMAGINE what tomorrow could look like... if you started today.



Next Steps and Connection

Ready to go deeper and take back control?



💬 I offer a **free discovery call** to help you gain clarity, map out your next steps, and see if my coaching can support your **growth journey**.

✉️ [Click here to book a call](#), or just [drop me a message](#).

Let's connect on [Instagram @tegawende_co](#) or [LinkedIn](#).

"Let's reflect on **what truly matters in life**, what gives it meaning, and then **set our priorities accordingly**."

— *Tenzin Gyatso, 14th Dalai Lama*

💬 Now, I'd love to hear from you.

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Are we growing together? 🌱



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