Time Discovery Report:

[SAMPLE]

Cycle 1: [Date]

TimeBeings

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Welcome to your Time Discovery Report

Here we'll explore where your time went during your time diary week, in the context of the expectations and goals you recorded in your questionnaire.

Objective

The overall objective of your work with TimeBeings is to establish lasting behaviours that improve your time satisfaction – your contentment with your productivity levels and work/life balance according to your personal values.

Specifically, this Time Discovery aims to:

1. Increase your awareness of how you spend your time. Even small cognitive time distortions have been shown to reduce individual productivity.[1]
2. Guide you to reflect on your highest priority time goals for both the work and personal domains.
3. Establish a baseline from which to measure your progress towards your time goals.
4. Inform targeted behaviour change strategies for you to explore with your TimeBeings coach.

Overview

Time diary dates:	28/02/2021 - 6/03/2021
Detailed activity categories:	Work and Self
Baseline time satisfaction level:	Dissatisfied
Context notes:	Minimal lock-down restrictions in place

Three key take-aways

- You're over-ambitious with your time, with your goals exceeding the 168 hours in your week (requiring 20 hours of multi-tasking to achieve them).
- You significantly underestimated your Family time - your goal for time with family was 8 hours below the time you recorded.
- The key time challenge you indicated in your questionnaire was to find more time for deep work, reducing time spent in internal meetings. We have a clear baseline for this challenge, with internal meetings accounting for 24% of your work time, compared to 36% for deep work.

[1] (Von Schéele, Haftor, & Pashkevich, 2019)

Your values

The values you most aspire to in life are:

- Ambitious
- Dependable
- In control

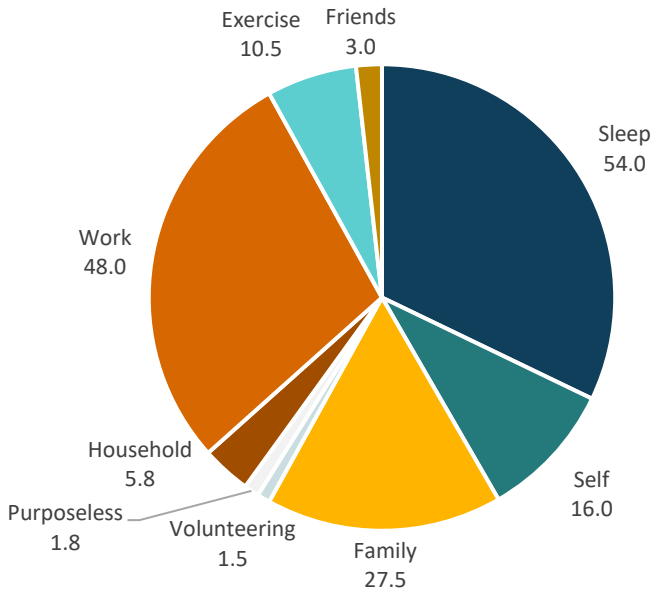
Intentional activities are far more likely to improve your long-term happiness if they align with your core values, interests and strengths.[2] Review your Time Discovery with your values in mind, considering how they're reflected in your time choices.

[2] (Lyubomirsky, Sheldon, & Schkade, 2005)

Activity Summary

How you spent your time

Total hours across the week

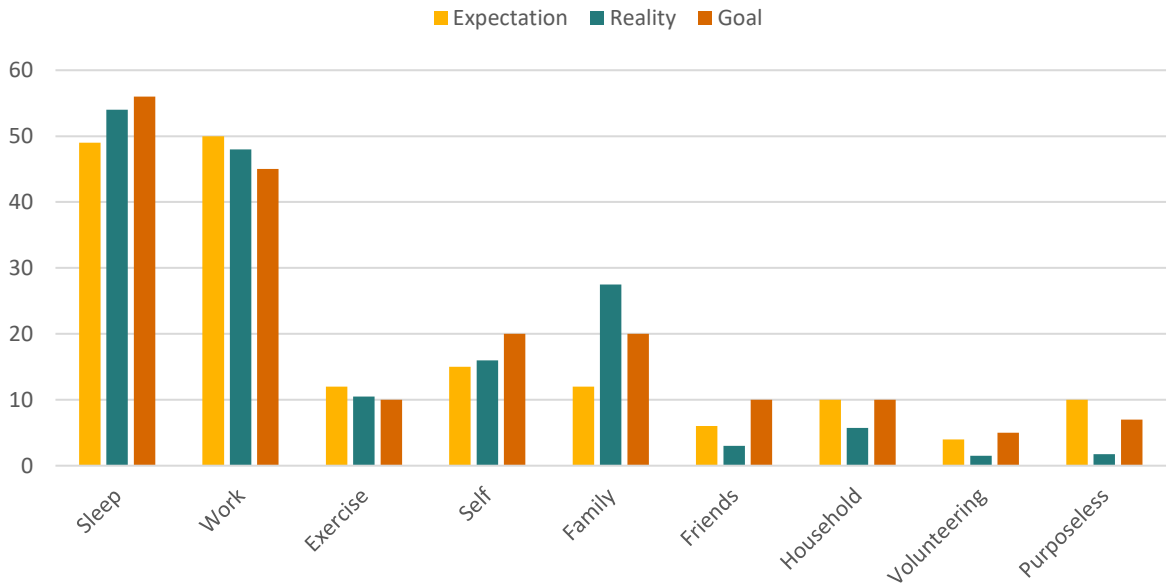


Weekdays

Weekend

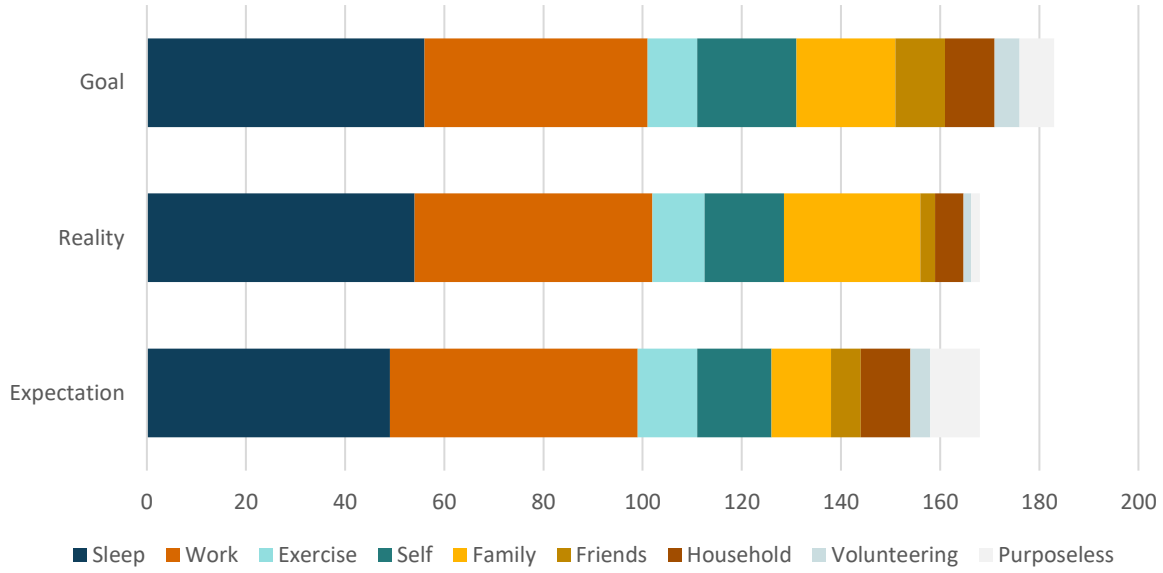
Comparing your expectations, reality and goals

Take a look at how your tracked data ('reality') compares to your expectations and goals. Seeing your expectations line up with your goals indicates time satisfaction. Divergence of expectations and reality can indicate gaps in your time awareness.



Your 168-hour week

This chart is a useful check on your time perceptions. It shows you are over-ambitious with your time, with goals that exceed the 168 hour available. It would take 20 hours of multi-tasking to achieve them.



Multitasking

You indicated that you often multi-task or task switch, with the result of compromising your effectiveness or enjoyment of an activity. You did not record any multi-tasking in your time diary.

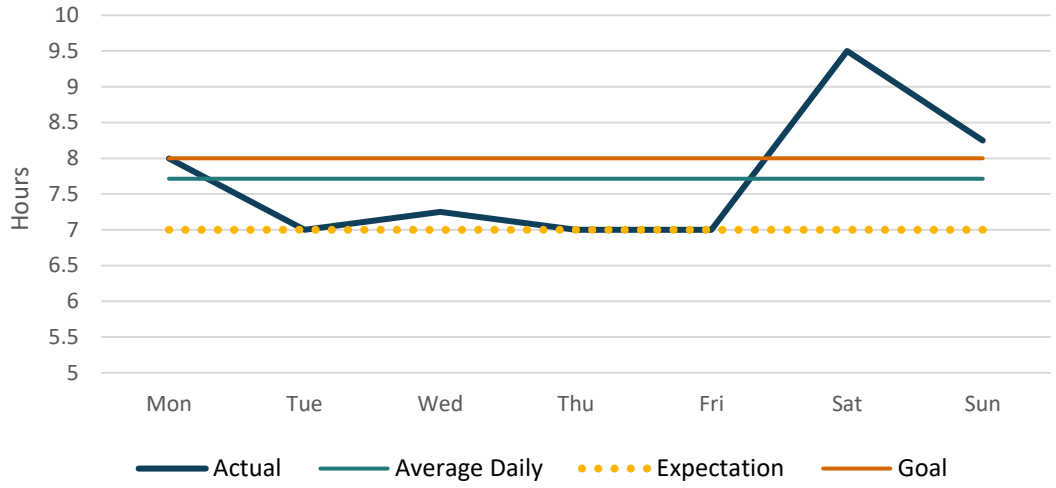
Analysis by activity

Sleep

Expectation	Goal	Actual	Benchmark[3]
7 hours	8 hours	7.7 hours	8.6 hours

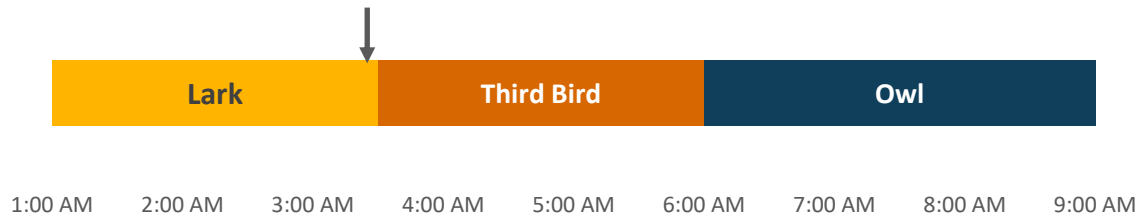
You slept more than expected and were 15 minutes short of your goal on average. Your weeknight sleep is quite consistent. Research shows that those with the most regular and consistent weekday sleep schedules are about 1.5 times more likely to feel well-rested than those with the most variable sleep routines.[4]

Your nightly sleep variability



Sleep times, chronotype and performance

With your natural wake time 09:00AM, the midpoint of your sleep would be at 3:25 AM, making your chronotype 'Lark'.[5]



[3] Calculated from average waking hours per day for Males in in the 35 - 44 age bracket and household type best matching Couple (U.S. Bureau of Labour Statistics, 2021).
[4] (Langer Research Associates, 2019)
[5] (Pink, 2017)

Your chronotype determines the time of day you are most likely to perform well at different activity types:

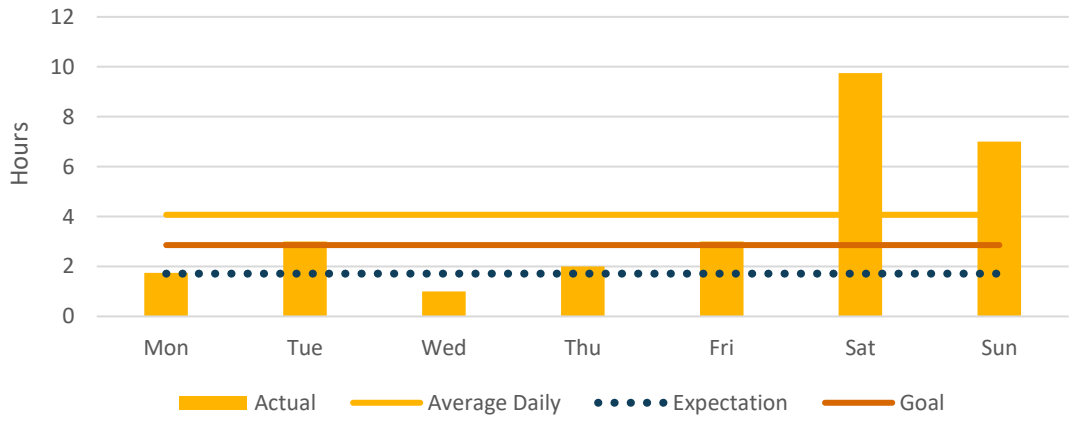
Activity	Chronotype: Lark	Chronotype: Third Bird	Chronotype: Owl
Analytic tasks	Early morning	Early to midmorning	Late afternoon and evening
Insight tasks	Late afternoon/ early evening	Late afternoon/ early evening	Morning
Making an impression	Morning	Morning	Morning (sorry owls)
Making a decision	Early morning	Early to mid-morning	Late afternoon and evening

Recreated from (Pink, 2017)

Family

Expectation	Goal	Actual (week total)	Benchmark[6]
12 hours	20 hours	27.5 hours	38.2 hours

You spent 15.5 hours more time with your family than expected, averaging 3.9 hours per day and exceeding your goal.



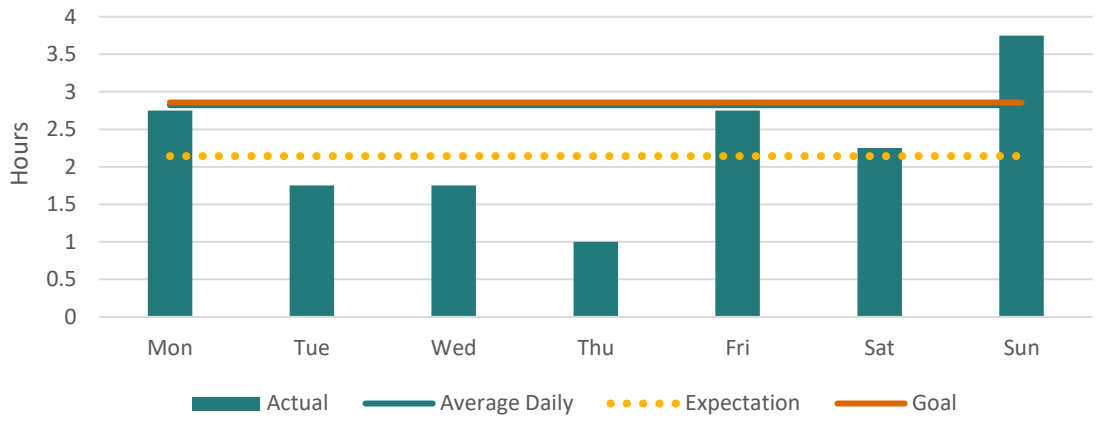
[6] Average waking hours spent in the company of household and non-household family members, minus time spent caring for children where applicable for Males in the 35 - 44 age bracket and household type best matching Couple (U.S. Bureau of Labour Statistics, 2021), (U.S. Bureau of Labour Statistics, 2020).

Self

Expectation	Goal	Actual (week total)	Benchmark[7]
15 hours	20 hours	16 hours	38.4 hours

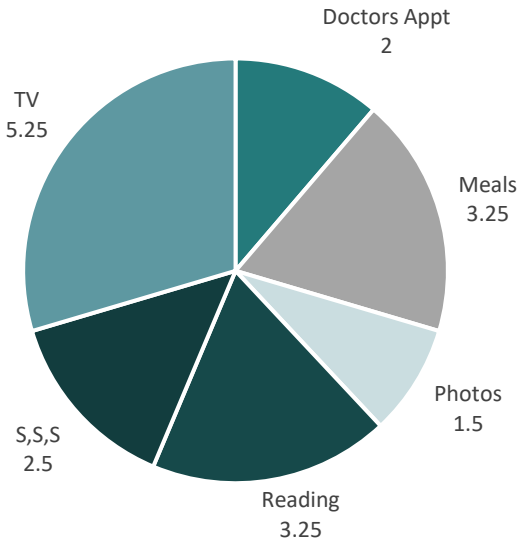
Time for yourself accounted for 24% of your waking hours, and averaged 3.7 hours per day.

Comparing your expectations, reality and goals



Proportion of me-time activities for your week (hours)

TV time accounted for the greatest proportion of your time for yourself.



[7] Calculated from average time spent in personal care (minus sleep), eating and drinking, educational activities and leisure (minus exercise) for Males in the 35 - 44 age bracket (U.S. Bureau of Labour Statistics, 2020).

Friends

Expectation	Goal	Actual (week total)	Benchmark[8]
6 hours	10 hours	3 hours	7.5 hours

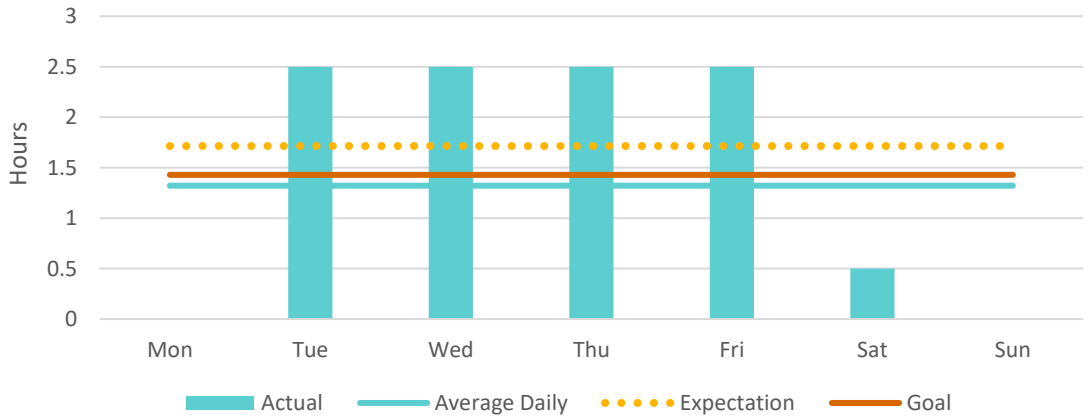
Household

Expectation	Goal	Actual (week total)	Benchmark[9]
10 hours	10 hours	5.75 hours	18.1 hours

Household tasks consumed 3.5 hours of your weekend, and accounted for 6.6% of your waking hours over all.

Exercise

Expectation	Goal	Actual (week total)	Benchmark[10]
12 hours	10 hours	10.5 hours	1.5 hours



Volunteering

Expectation	Goal	Actual (week total)	Benchmark[11]
0 hours	0 hours	0 hours	1.4 hours

Purposeless

Expectation	Goal	Actual (week total)
10 hours	10 hours	10 hours

[8] Calculated from average waking hours spent in the presence of friends, neighbors, and acquaintances, and time spend socialising and communicating, for Males in the 35 - 44 age bracket and household type best matching Couple (U.S. Bureau of Labour Statistics, 2020), (U.S. Bureau of Labour Statistics, 2021).
[9] Calculated from average time spent on household activities, caring for other household members, purchasing goods and services, and non-social communication for Males in the 35 - 44 age bracket (U.S. Bureau of Labour Statistics, 2020).
[10] Calculated from average proportion of total leisure and sports time spent participating in sports, exercise, and recreation for Males in the 35 - 44 age bracket (U.S. Bureau of Labour Statistics, 2020).
[11] Average time spent in voluntary work and care for Males in the 35 - 44 age bracket (Cassells, Gong, & Duncan, 2011).

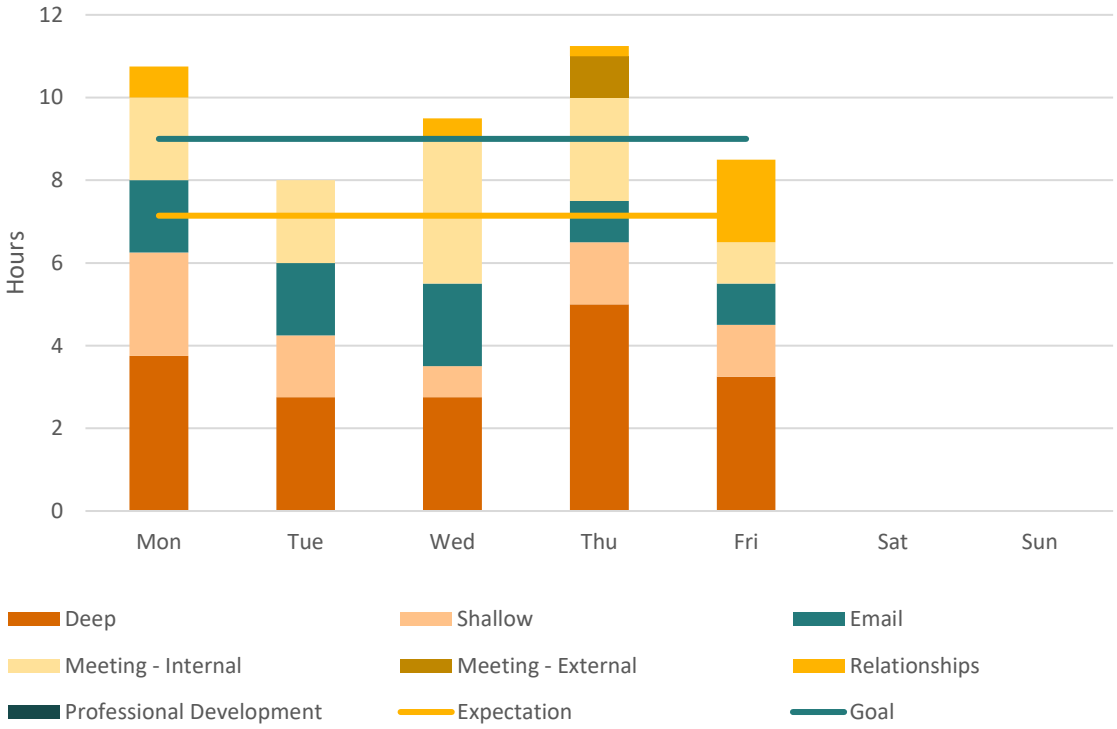
Work

Expectation	Goal	Actual (week total)	Benchmark[12]
50 hours	45 hours	48 hours	41.4 hours

During the week, you averaged 9.8 hours of work per day. Overall, work accounted for 46% of your waking hours during your Diary week. You tracked 5 hours short of your goals for the week and about 6.6 hours more than the benchmark for your demographic.

Your workday began between 7:45 AM and 8:15 AM, and you worked a total of 5.5 hours after 6:00 PM. You did not record any work on the weekend. You typically only recorded one break during your workday, lasting 1 hour.

Daily work activities

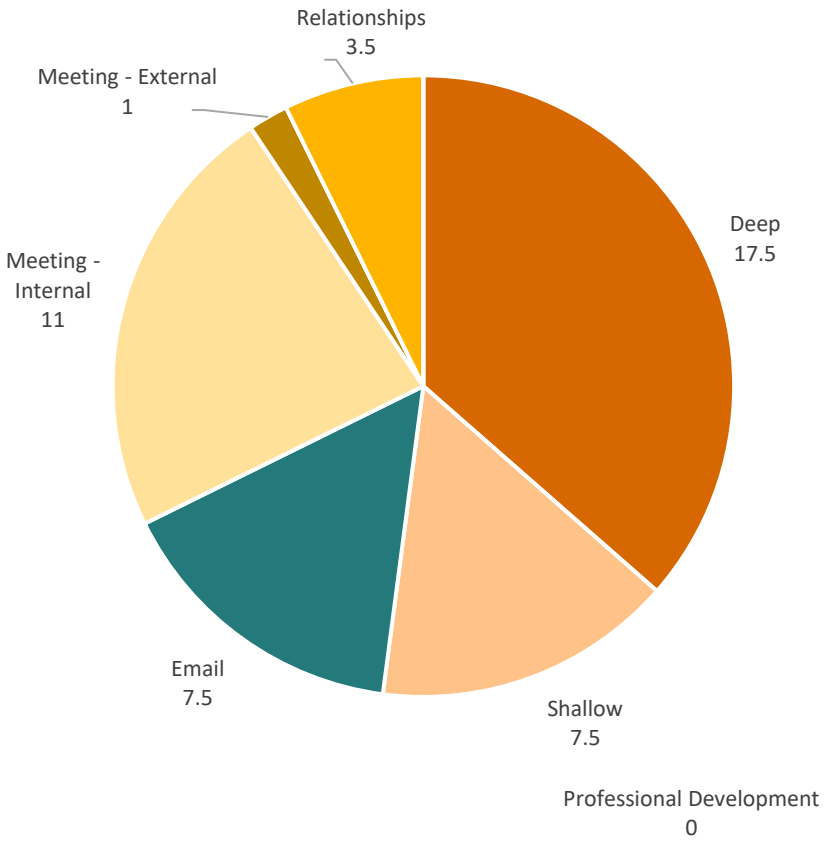


[12] Hours worked in main job for Males in the 35 - 44 age bracket employed full-time during February 2020 (Australian Bureau of Statistics, 2021)

Proportion of work activities (hours per week)

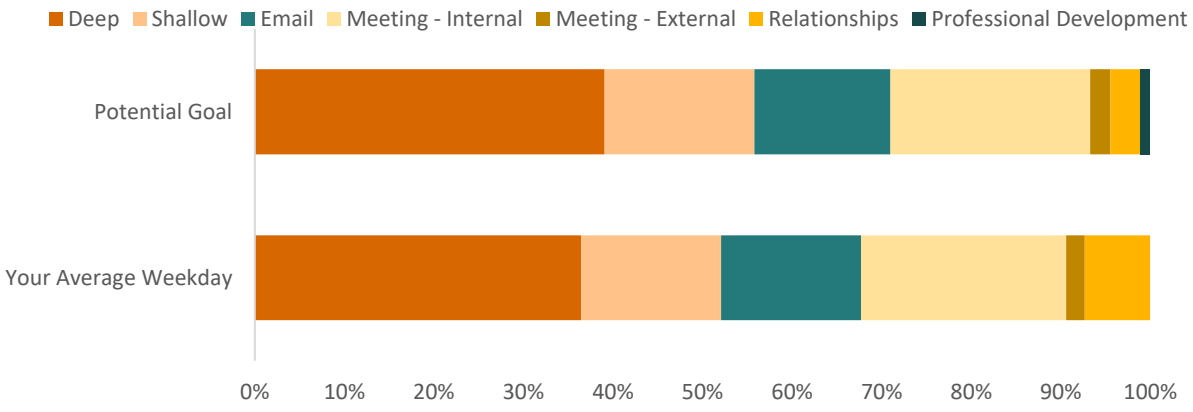
Most of your work time was spent in deep work (36%), followed by internal meetings (24%).

At the other end of the scale, you did not record any professional development time, and tracked 1 hour of external meetings.



Your work goals

In the chart below, your average daily time spent in each of your work-sub-categories is represented as a proportion of your workday. To illustrate a potential goal, your averages have been adjusted in line with your questionnaire responses for whether you'd like to spend more or less time on each work sub-category. This shows how your work time may be allocated on a day when you're meeting your stated work time allocation goals.



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U.S. Bureau of Labour Statistics. (2021, July). Table 12. Waking hours spent alone or with others, by sex and household composition, averages for May to December, 2019 and 2020. *American Time Use Survey - May to September 2019 and 2020 Results*. Retrieved from https://www.bls.gov/news.release/pdf/atus.pdf

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Appendix

Sample time challenges

Now that you've seen where your time really goes, it's time to identify the priority challenges you'd like to address through your coaching.

In your first coaching session, we'll work through two challenges (one for the work domain and one for personal). While your coach can identify trends, behaviours and inconsistencies based on the data provided, only you can judge how these align with your values.

To help you identify your priority challenges to focus on during this cycle, some examples are included below for you to consider. Please inform your coach of the challenges you've identified in preparation for your coaching session.

Professional time challenges

- Spending too much time … (e.g., on email, in meetings, shallow work)
- Making time for … (e.g., deep work, meetings, professional development)
- Managing distractions
- Planning and prioritising
- Energy management
- Role modeling respectful time choices
- Developing and demonstrating flexible work arrangements
- Separating (or integrating) work and personal time

Personal time challenges

- Spending too much time … (e.g., on media, household tasks, purposeless)
- Making time for … (e.g., hobbies, family, exercise, study)
- Inconsistent sleep
- Hectic mornings/evenings
- Balancing time for family and self
- Bedtime procrastination
- Finding fulfilling 'me time'
- Habit formation
- Planning and prioritising
- Creating memorable weekends
- Outsourcing effectively

Report Limitations

All reasonable efforts have been made to represent the true use of your time in this report based on the data collected during the time diary week. It should be noted that accuracy may be limited by:

- The minimum time increment of 15 minutes
- The inability to record more than two activities per time increment
- The possibility of conscious or unconscious inaccuracies in data collection
- The possibility of human error in data collection and/or analysis

Further, your time diary week may or may not be representative of how you typically spend your time. If you believe any of these factors may have led to skewed results, please make note of it to discuss in your coaching session to ensure we account for these in developing your action plan.

Benchmark data is included as point of interest, and should be considered in its original context. While all efforts have been made to source the most recent and relevant data points, collection dates, techniques and activity definitions limit their equivalence to your Time Diary data.

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This Time Discovery Report was developed and prepared by TimeBeings.

It should only be shared with TimeBeings' prior consent.

For further information, please contact jenna@timebeings.com.au