

DESERT ENCHANTRESS
CALENDAR AUDIT SHEET
PUBLIC VERSION



Purpose: Awareness of time leaks and misalignment




SECTION 1 — Time Reality Snapshot

Fill in:


- Total hours worked this week: _____
 - Total hours in meetings: _____
 - Total hours in deep work: _____
 - Total hours in reactive tasks: _____
 - Total hours in personal time: _____
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SECTION 2 — Energy Coding

Go through last week and mark:

-  Gave energy
-  Neutral
-  Drained energy

Questions:

- What percentage of your week was ?
 - Which 3 commitments drained you most?
 - What did you say yes to that wasn't a full yes?
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SECTION 3 — Alignment Reflection

- Where does your calendar reflect your priorities?
 - Where does it contradict them?
 - What 1 meeting could be removed next week?
 - What 1 boundary needs to be set?
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Closing Prompt:

If your calendar is a mirror of your standards... what is it saying?

If you wish to receive the Enhanced Version of this sheet, sign up in the opt-in box.