
Phone Time Audit

A worksheet for turning screen time from autopilot into intention. Use it to spot what drains you, choose what actually helps you recharge or make progress, and set a simple goal for the next 7 days.

The idea

The goal is not less phone time at any cost. The goal is better phone time. One hour of learning is not the same as one hour of scrolling.

Your 7 day intention

This week, I want to reduce:

This week, I want to increase:

My goal for the next 7 days:

Fill it in and keep it somewhere you will see it.

1. Sort your phone time

Not all leisure is the same, and not all productive time feels the same. Sort your common phone activities into these four buckets so you can choose what to reduce, protect, enjoy, and work toward.

Good leisure

Relaxing breaks that leave you refreshed, connected, or genuinely rested.

Bad leisure

Autopilot loops that feel easy in the moment but leave you drained after.

Easy productivity

Useful activities you enjoy or can stay with easily, like reading, creating, planning, or learning topics you like.

Hard productivity

Important activities that take more effort, get delayed, or feel easier to avoid.

Tip: reduce bad leisure, protect good leisure, make easy productivity easier to choose, and give hard productivity a clear starting point.

2. Find the trigger

Pick one bad leisure loop from page 2. Then identify what usually happens right before it starts.

The loop I want to reduce

It usually starts when I feel:

- bored
- tired
- stressed
- lonely
- avoidant
- curious
- overwhelmed
- waiting

Replacement plan

When this trigger appears, one better first move could be:

If I need a break, a good leisure option is:

If I want progress, one productive task I can start with is:

If I still choose the draining app, I will time-box it to:

3. Run a 7 day reset

Use this as a lightweight experiment. You are not trying to be perfect. You are learning what works, then adjusting the next day.

Daily check-in

<input type="checkbox"/> Day 1	What went well? What should I adjust tomorrow?
<input type="checkbox"/> Day 2	What went well? What should I adjust tomorrow?
<input type="checkbox"/> Day 3	What went well? What should I adjust tomorrow?
<input type="checkbox"/> Day 4	What went well? What should I adjust tomorrow?
<input type="checkbox"/> Day 5	What went well? What should I adjust tomorrow?
<input type="checkbox"/> Day 6	What went well? What should I adjust tomorrow?
<input type="checkbox"/> Day 7	What went well? What should I adjust tomorrow?

After 7 days

What helped me use my phone better?

What still pulled me into autopilot?

What do I want to focus on next?

Better phone time means choosing the screen time that helps and reducing the screen time that drains.