

Always-On Audit

A Worksheet on How to Track and Take Care
of Your Digital Habits



The Always-On Audit

Take Stock of Your Digital Habits

About This Worksheet

Most people have a general sense that they spend a lot of time connected to their devices. What most people do not have is a clear picture of exactly how much time, when it happens, what drives it, and what it costs them.

This worksheet gives you that picture.

By the time you finish, you will have a concrete snapshot of your digital habits and one specific change you are ready to make.

Work through each exercise in order.

Answer as accurately as you can based on how things actually are right now, not how you wish they were.

There are no right or wrong responses here.

The value is in the honesty of what you put on the page...

Your Connected Day

Map out where your connected hours actually go on a typical day. Most people underestimate their screen time until they see it laid out in one place.

Objective:

Produce an honest account of when and how long you are connected to devices across a full day.

Instructions:

Think about a typical weekday. For each time block below, estimate how many minutes you spend actively using a device, whether that is a phone, tablet, laptop, or television. Include scrolling, messaging, email, streaming, and browsing. Round to the nearest 15 minutes.

Time of Day	Primary Device	What You Are Usually Doing	Minutes Connected
Morning (waking up to 9 AM)			
Mid-Morning (9 AM to noon)			
Afternoon (noon to 5 PM)			
Evening (5 PM to 9 PM)			
Night (9 PM to sleep)			

Now add up your total minutes and convert to hours.

Your total: Add up the Minutes Connected column and write your totals below.

Total minutes: _____

Total hours: _____

Your Trigger Inventory

Most device use is not a conscious decision. It is a response to a trigger: a feeling, a situation, or a habit that has become automatic. Identifying your specific triggers is the first step to changing them.

Objective:

Identify the specific moments, emotions, or situations that send you to your devices automatically.

Instructions:

Read through each trigger category below. Check every item that applies to you. Be honest. Most people find more boxes checked than they expect.

- I reach for my phone when I feel bored or restless
- I check my phone first thing in the morning before getting out of bed
- I pick up my device when I am waiting for something (a line, an appointment, a download)
- I use screens to avoid a task I do not want to do
- I check for notifications when I feel anxious or unsettled
- I reach for my phone during conversations when there is a pause
- I scroll at night when I cannot sleep or want to wind down
- I check email or messages during meals
- I use a screen to fill silence when I am alone
- I check my phone whenever I hear or feel a notification

After reviewing your checked items, look for the pattern underneath them.

Your pattern: In one or two sentences, describe what most of your triggers have in common. What are you usually seeking when you reach for a device?



The Cost Snapshot

Constant connectivity does not feel costly in the moment. The costs accumulate gradually, in the quality of your sleep, your ability to focus, the depth of your conversations, and the hours that quietly disappear. This exercise makes those costs visible.

Objective:

Identify the specific areas of your life where constant connection is taking something from you.

Instructions:

For each area below, rate how much your current level of device use is affecting you, then write a brief note about what you are specifically noticing.

Life Area	Impact (Low / Medium / High)	What You Are Noticing
Sleep quality		
Ability to focus on one thing		
Time with family or friends		
Personal downtime or rest		
Getting things done at work or home		

Physical activity or time outdoors		
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Look across the rows where you marked Medium or High.

Biggest cost: Which one area is costing you the most right now? Write it here and add one specific example of how you have noticed it.

Your One Change

A full digital detox is rarely sustainable. One specific, well-defined change almost always is. This exercise turns what you discovered in the previous three exercises into a single concrete commitment.

Objective:

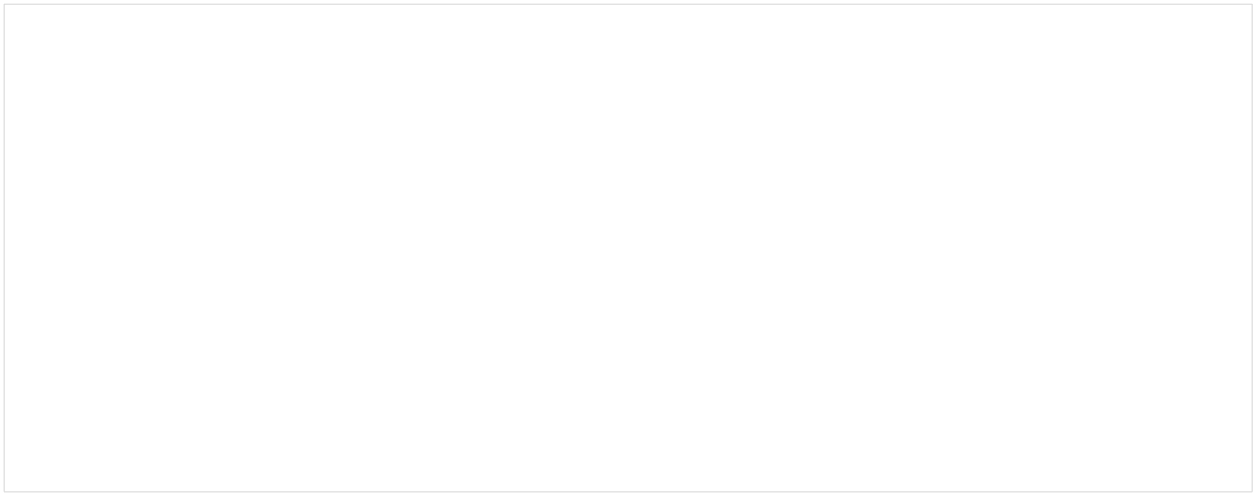
Define one specific, actionable change to your connected habits that you will put in place this week.

Instructions:

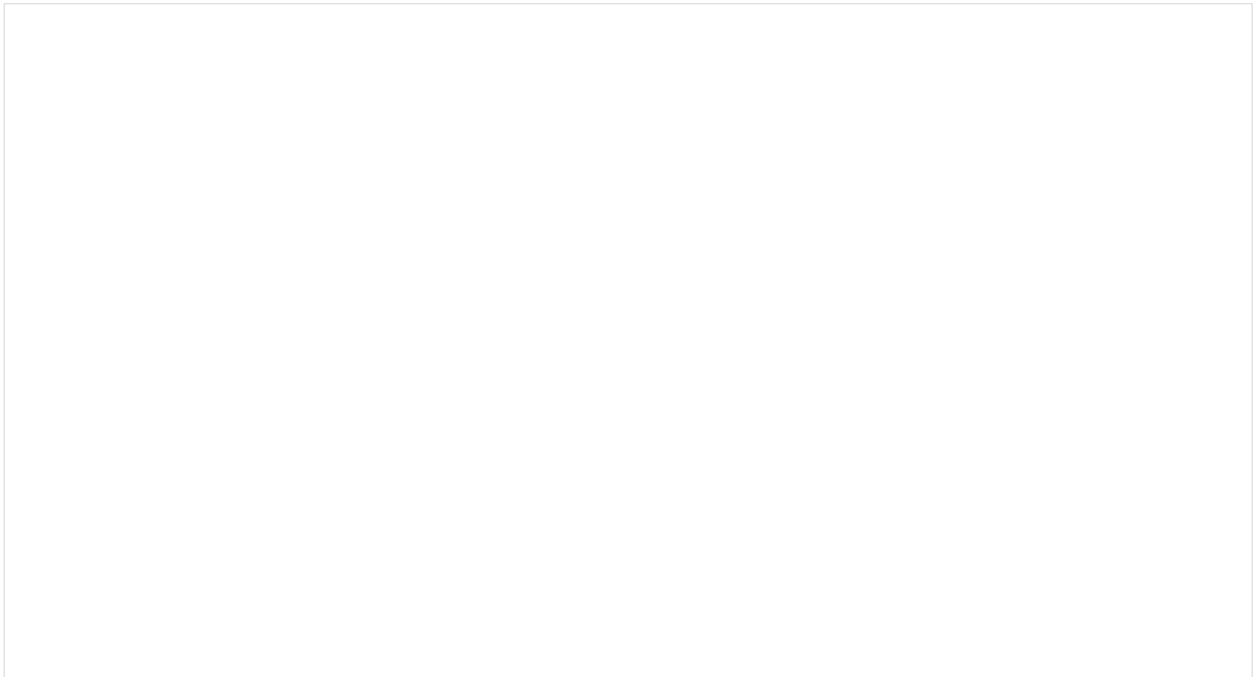
Use your answers from Exercises 1 through 3 to guide your response below. Your change should be specific enough that someone else could observe whether you did it. "Use my phone less" is not specific. "No phone during dinner" is.

The change: Describe your one change in plain language. What will you do differently, when, and for how long?

The obstacle: What is the most likely reason you will skip or forget this change? Be specific.



The workaround: What will you do to make it easier to follow through despite that obstacle?



DONE

You're Done. Here's What to Do Next.

You have worked through your connected day, your triggers, the costs, and a concrete change you are ready to make. Keep this worksheet somewhere you can refer back to it. Your answers will look different in 30 days than they do today.

- I completed the time map in Exercise 1 honestly
- I identified my real triggers in Exercise 2
- I named the area of my life most affected in Exercise 3
- I defined one specific, actionable change in Exercise 4

Next Step

Put your one change into practice starting today. If you want to go deeper on why constant connection affects us the way it does and how to build lasting habits around disconnecting, the Disconnect program covers the full picture from warning signs to a complete 12-step action plan.