

Your time audit

Print another log page as needed. Record actual work in distinct, non-overlapping blocks.

Week of: _____ Priority or question: _____

Categories: Focused work / Meetings / Email-admin / Reactive-help / Planning. P = priority? N = necessary? Use Y, N or ?.

[illegible]

Add durations in hours: (end - start) in minutes / 60. Split overnight work at midnight. Keep lunch and breaks as gaps.

Weekly totals: Focus _____ Meetings _____ Email/admin _____ Reactive/help _____ Planning _____ Total _____

Priority? Directly advances a chosen priority. Necessary? Required to sustain work. A necessary task can be non-priority.

At review: Which work needs protection? Which commitments need a conversation? Choose three specific experiments on page 3.

A filled 40-hour example

Fictional workweek, 12-16 October 2026. Each day has 8 work hours. Lunch 12:00-13:00 is excluded.

Day	Start	End	Activity	Category	Hours	P	N
Mon	09:00	09:30	Choose priorities and plan day	Planning	0.5	Y	Y
Mon	09:30	12:00	Draft project outline	Focused work	2.5	Y	Y
Mon	13:00	15:00	Team and project meetings	Meetings	2.0	N	?
Mon	15:00	16:30	Inbox and project admin	Email/admin	1.5	N	Y
Mon	16:30	17:30	Resolve teammate requests	Reactive/help	1.0	N	Y
Mon	17:30	18:00	Continue priority project	Focused work	0.5	Y	Y
Tue	09:00	09:30	Choose priorities and plan day	Planning	0.5	Y	Y
Tue	09:30	12:00	Develop project proposal	Focused work	2.5	Y	Y
Tue	13:00	15:00	Working review meetings	Meetings	2.0	N	?
Tue	15:00	16:30	Inbox and project admin	Email/admin	1.5	N	Y
Tue	16:30	17:30	Resolve teammate requests	Reactive/help	1.0	N	Y
Tue	17:30	18:00	Continue priority project	Focused work	0.5	Y	Y
Wed	09:00	12:00	Draft project proposal	Focused work	3.0	Y	Y
Wed	13:00	15:00	Project review and decisions	Meetings	2.0	Y	Y
Wed	15:00	16:30	Inbox and project admin	Email/admin	1.5	N	Y
Wed	16:30	18:00	Resolve teammate requests	Reactive/help	1.5	N	Y
Thu	09:00	09:30	Choose priorities and plan day	Planning	0.5	Y	Y
Thu	09:30	12:00	Revise project proposal	Focused work	2.5	Y	Y
Thu	13:00	15:00	Stakeholder review meetings	Meetings	2.0	N	?
Thu	15:00	16:30	Inbox and project admin	Email/admin	1.5	N	Y
Thu	16:30	17:30	Resolve teammate requests	Reactive/help	1.0	N	Y
Thu	17:30	18:00	Continue priority project	Focused work	0.5	Y	Y
Fri	09:00	09:30	Weekly review and next steps	Planning	0.5	Y	Y
Fri	09:30	11:30	Finish proposal revisions	Focused work	2.0	Y	Y
Fri	11:30	12:00	Process routine inbox	Email/admin	0.5	N	Y
Fri	13:00	15:00	Review and handover meetings	Meetings	2.0	Y	Y
Fri	15:00	16:30	Inbox and weekly reporting	Email/admin	1.5	N	Y
Fri	16:30	18:00	Help with handover questions	Reactive/help	1.5	N	Y

Weekly totals: Focus 14h (35%) / Meetings 10h (25%) / Email-admin 8h (20%) / Reactive-help 6h (15%) / Planning 2h (5%).

Total: 40h. This is an illustration, not an ideal or required workweek. Meeting and help time may be valuable. Flags invite review.

Observation: short late-day focus blocks, substantial routine administration, and recurring requests suggest experiments worth testing.

Turn observations into changes

Choose small scheduling experiments. Review them after one week; keep, adjust or stop based on what happened.

Three experiments for the filled example

1. Protect priority work. Tue + Thu, 09:00-10:30. Reserve 3h within the existing 14h of focus. Move planning to another slot; review completed priority outputs on Friday.

2. Batch routine inbox work. Two 30-minute windows daily. Allocate 5h to routine inbox plus 3h to other admin, within the existing 8h. Keep an urgent contact route; review missed requests.

3. Make room for requests. 60 minutes daily + 1h weekly flex. Reserve 6h for reactive/help work. Agree response expectations; check whether requests spill into focus time.

These reallocate existing hours; they do not promise time savings. Meetings remain 10h and planning 2h. Agree changes with others where needed.

Your three experiments

Name the change, reserve a calendar slot, and choose an observable result. Keep essential work and an urgent response route.

1. Change: _____

When: _____ Test / review result: _____

2. Change: _____

When: _____ Test / review result: _____

3. Change: _____

When: _____ Test / review result: _____

Review date: _____ Keep / adjust / stop: _____