

Owner Time Audit (2-Week Template)

Track what you do, then decide what to stop doing.

How to use (simple)

- For 10 working days, record what you worked on (in 30–60 minute blocks).
- Be honest — ‘quick calls’ and interruptions count.
- At the end, total hours by category and identify the top 5 time drains.

Categories (edit to suit)

- Sales & quoting
- Delivery / operations
- Customer issues
- Staff management
- Admin / invoicing
- Supplier management
- Strategy / improvement
- Finance / reporting
- Other

Daily log (copy this table for each day)

Time block	Activity	Category	Owner-only? (Y/N)	Notes / handover idea

End-of-week review

What took most time?	What should be delegated?	What should be stopped?	What should be protected (focus time)?