Time Cost Audit Worksheet

Find your weekly logging hours. This number is your baseline for the whole program.

Step 1–2 · List your recurring tasks and estimate weekly time

List every recurring task. Think across communication, data entry, scheduling, tracking, and reporting. Be honest with the time.

RECURRING TASK	CATEGORY	TIME / WEEK	L OR LD	NOTES

> **The Logging Test (Step 3):** Does this task require my professional judgment — or only my attention? Attention only = **L** (logging). Judgment = **LD** (leading).

Step 4 · Calculate your logging load

WEEKLY LOGGING HOURS (SUM OF ALL L ROWS)	ANNUAL LOGGING COST (WEEKLY × 50)

Step 5 · Your top three automation candidates

Circle the three logging tasks that consume the most time. You will bring these into your OpsMap in Module 2.

#	TASK	WHY IT MATTERS

Reflection

If those three tasks were handled by a system instead of by me, what would I do with that time?

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