



Weekly Time Audit Worksheet

FREE RESOURCE

Find Out Where Your Time Actually Goes | Joy of PM AI Solutions

Why Track Your Time for One Week?

Most business owners dramatically underestimate how much time they spend on administrative work. When asked, they say 'a few hours.' When they actually track it, the number is closer to 10 to 20 hours per week.

This exercise typically takes 5 minutes per day to log and 15 minutes at the end of the week to analyze.

Task Categories

Code	Category	Definition	Examples
S	Strategic Work	Creates value, requires your unique judgment	Client delivery, business development, planning
A	Administrative	Necessary but does not require your expertise	Status reports, data entry, scheduling, filing
AC	Automation Candidate	Repetitive pattern, done the same way 2+ times/week	Report generation, follow-up emails, data transfer

Monday

Date: _____

Time	Task Description	Duration (min)	Category (S/A/AC)

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Monday Totals:	Strategic ___ min	Administrative ___ min	Automation Candidate ___ min

Tuesday

Date: _____

Time	Task Description	Duration (min)	Category (S/A/AC)
Tuesday Totals:	Strategic ___ min	Administrative ___ min	Automation Candidate ___ min

Wednesday

Date: _____

Time	Task Description	Duration (min)	Category (S/A/AC)
Wednesday Totals:	Strategic ___ min	Administrative ___ min	Automation Candidate ___ min

Thursday

Date: _____

Time	Task Description	Duration (min)	Category (S/A/AC)
Thursday Totals:	Strategic ___ min	Administrative ___ min	Automation Candidate ___ min

Friday

Date: _____

Time	Task Description	Duration (min)	Category (S/A/AC)
Friday Totals:	Strategic ____ min	Administrative ____ min	Automation Candidate ____ min

Weekly Summary

Total Hours by Category

Category	Mon	Tue	Wed	Thu	Fri	Weekly Total	% of Week

What the Numbers Mean

If Admin + Automation Candidate is 40%+ of your week: You are spending nearly half your working hours on tasks that do not require your unique expertise. AI automation can reduce this by 50 to 70%.

If Automation Candidates exceed 5 hours/week: You have specific, repeatable tasks that are strong candidates for immediate automation.

If Strategic Work is less than 50%: Your highest-value skills are competing with administrative work. Freeing 5 hours means 5 more hours of strategic impact.

Top Automation Opportunities

Review your AC tasks and list the top 5 that consume the most time:

Rank	Task	Weekly Hours	How It Could Be Automated

Total hours per week you could reclaim: ____ hours

Annual value of that time (hours x 52 weeks x your hourly rate): \$ _____

What Would You Do With That Time?

#	I would...

Ready to Reclaim Those Hours?

This worksheet shows you where the time is going. The next step is building the systems that get it back. The **AI Operations Accelerator** is a focused 6-week program where we build custom AI workflows for your specific business. Clients typically reclaim 10 or more hours per week. The investment is \$1,497, which is less than 2% of the annual value most business owners reclaim.

Schedule your free assessment: joyofpm.com/#contact