The 20 Time Leaks

A quick field check. Find what quietly consumes your week.

HOW TO USE Walk through a normal week and check what you recognize. Then choose three to size. A big leak is not always the loudest.

SUBTRACT / REMOVE WHAT SHOULD NOT EXIST

- [ ] 1 Recurring reports nobody acts on
- [ ] 2 Agenda-less recurring meetings the owner attends
- [ ] 3 Tool sprawl and shelfware

AUTOMATE / REMOVE REPETITIVE EFFORT

- [ ] 4 Owner's inbox and message triage
- [ ] 5 Quoting, proposals, estimates
- [ ] 6 Scheduling back-and-forth
- [ ] 7 Invoicing, AR, chasing payment
- [ ] 8 Re-keying data between systems

VEST / TRANSFER OWNERSHIP

- [ ] 9 Onboarding done from memory
- [ ] 10 Repeated questions and tribal knowledge
- [ ] 11 Approvals bottlenecked on the owner
- [ ] 12 The "only I can do this" tasks

ADDITIONAL OPERATING LEAKS

- [ ] 13 Rework: doing it twice because it was wrong once
- [ ] 14 Waiting on external parties
- [ ] 15 Context switching and fragmented attention
- [ ] 16 Capable people not used to their level
- [ ] 17 Work locked to one place or one device

CONTAINER-LEVEL / QUESTION THE WHOLE THING

- [ ] 18 The disproportionate client or account
- [ ] 19 The service line that no longer earns its place
- [ ] 20 Commitments that outlived their reason

THE TOIL TEST

Manual, repetitive, automatable, reactive, no lasting value, and growing as the business grows?

CATEGORIES 1-17 = TASKS · 18-20 = ENTIRE CLIENTS, SERVICES OR COMMITMENTS

MY THREE LEAKS TO INVESTIGATE

Use category numbers, add a real example, then run SAVE on one priority.

LEAK #	WHERE THIS SHOWS UP IN MY BUSINESS	HRS / YEAR

SIZE ONE RECURRING TASK

Minutes each time × times/week × people × 52 ÷ 60 = hours/year.

Example: 10 min × 3/week × 1 person × 52 ÷ 60 = 26 hrs/year.