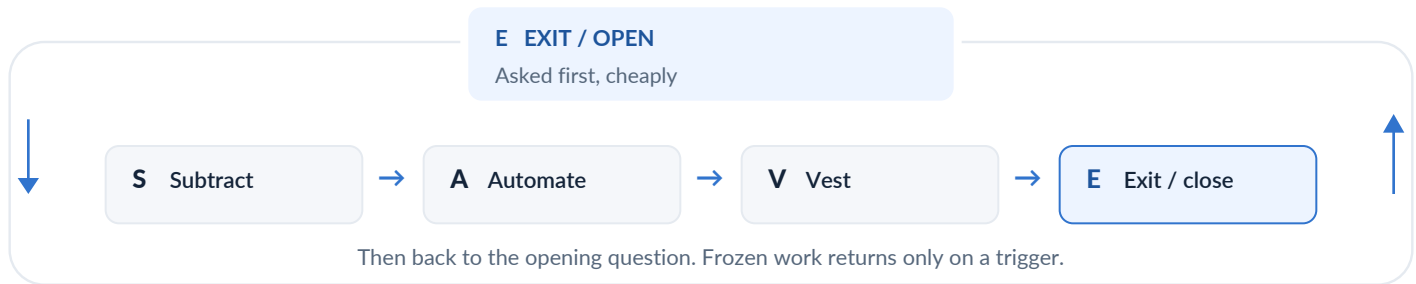


SAVE: The Worksheet

One workflow. One decision. One measurable next step.



THE WORKFLOW, CLIENT, OR COMMITMENT I AM REVIEWING:

WHO BENEFITS FROM IT?

SIZING RULE: minutes × times/week × people × 52 ÷ 60 = potential hours/year.

E / EXIT (OPEN): THE OPPORTUNITY-COST SCREEN

Would we build this again? What could freed capacity make possible?

Who relies on it? What would actually break if it stopped?

OPENING SCREEN:

☐

Worth improving

☐

Possible removal candidate

This is only a screen. Do not remove anything until you have assessed the work below.

S SUBTRACT / REMOVE UNNECESSARY WORK

Which steps could stop entirely without losing value?

I would:

Est. hrs/year:

A AUTOMATE / DESIGN IT ONCE

Which predictable step requires no human judgment?

I would:

Est. hrs/year:

V VEST / TRANSFER OWNERSHIP

Which outcome could a teammate or vendor own with clear rules?

I would:

Est. hrs/year:

SAVE: Decide and Act

Finish the cycle, assign one change, then verify what happened.

WORKFLOW:

TOTAL POTENTIAL HOURS / YEAR

Only add non-overlapping time.

An estimate is an opportunity, not a verified result.

E / EXIT (CLOSE): THE DECISION GATE

Make this decision with evidence, not just the opening instinct.

EXIT THE WORK

Keep the activity running, but stop investing more improvement effort. Good enough is a decision.

Re-enter only if this trigger occurs:

EXIT THE THING

Remove the work, tool, client, or commitment entirely, including its upkeep and maintenance.

What will be removed, and by when?

MY DECISION:

☐ Continue improving

☐ Freeze

☐ Remove

IMPLEMENT ONE CHANGE

My first action:

Owner / person responsible:

By:

What must be true before I make the change?

VERIFY THE RECOVERY

Baseline: how often does this happen now?

After the change: count or time it again.

Hours actually returned per week (if verified):

WHERE WILL THE RECOVERED TIME GO?

☐ REINVEST in more leverage

☐ LIVE: use it for what matters

Time absorbed by the same old week is not time returned.