

# Time Clarity Worksheet

▶ **“What Should Stay on Your Plate...And What Shouldn’t?”**

**Over the next 3 workdays, take note of everything you do.** At the end of each day, add those tasks to the table below and categorize them into one of the three zones. Then reflect using the questions at the bottom to identify your biggest opportunities for delegation.

| <b>ZONE 1:</b><br><b>Only I Can</b><br><b>Do This</b>                                                               | <b>ZONE 2:</b><br><b>I Could Train Someone</b><br><b>to Do This</b>                                    | <b>ZONE 3:</b><br><b>I Have No Business</b><br><b>Doing This</b>                                        |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Examples: Strategic decisions, high-level relationships, visionary thinking, hiring leadership, brand voice setting | Examples: Scheduling, data entry, lead follow-up, inbox triage, reporting, creating repeatable content | Examples: Fixing tech issues, formatting documents, chasing invoices, building slide decks from scratch |
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# Reflection Questions



1. Which tasks are draining your time but don't require your expertise?

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2. How many hours a week are you spending in Zone 2 or Zone 3?

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3. Which 3 tasks could you delegate immediately with a little training or documentation?

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4. What would you do with 5 extra hours next week if they were handed back to you?

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5. Where is your time most valuable to the business, and are you spending it there?

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## Next Steps

- Circle the 3 easiest wins for delegation.
- Write a short SOP or record a quick Loom explaining how you currently do the task.
- Identify whether you need a Virtual Teammate, internal hire, or automation to take it off your plate.
- Start small. Even delegating one 30-minute task per day can change your month.

**BOOK A CALL**

**Want help identifying the right person to support your Zone 2 and 3 tasks?**

Start with a simple discovery chat and we'll help you map it out.