

LESS FRICTION. MORE ROOM.

Where does your week go?

A practical guide to finding the first task worth simplifying.

Make room for your actual work.

Use this workbook to choose one useful change, try it on a small scale, and decide what comes next. You can start with paper and the tools you already use.

- 1 Notice three tasks that keep coming back.
- 2 Choose one clear, low-risk task.
- 3 Try it for seven days, then review.

Print it or keep your answers in your own notes. Allow about 20 minutes for a first pass. You do not need a new tool.

01 / NOTICE

Three tasks that keep coming back

Look at an ordinary week and name three tasks you or your team repeat. Choose a specific action, such as “copy a new booking,” rather than “deal with admin.”

A

Task and person who does it

Times/week ____ × minutes/time ____ = minutes/week ____

B

Task and person who does it

Times/week ____ × minutes/time ____ = minutes/week ____

C

Task and person who does it

Times/week ____ × minutes/time ____ = minutes/week ____

Illustrative example

8 confirmations × 6 minutes = 48 minutes a week. A trial takes 2 minutes each, plus 10 minutes of weekly checking. Observed time after the trial: 26 minutes. Difference: 22 minutes, before setup time.

Time a few real cases. Count corrections, checking and setup time too. This calculation is a baseline, not a promise of savings.

02 / CHOOSE

A one-page priority matrix

Score each task from 0 to 2. Add the three columns, then apply the risk check. The score helps you compare; it does not make the decision for you.

Criterion	0	1	2
Frequency	Rare	Weekly	Most days
Rules	Different each time	Some exceptions	Stable steps
Checking	Hard to check	Review possible	Easy to verify

Task A ____ / 6 Task B ____ / 6 Task C ____ / 6

Risk takes priority over the score.

Could an error affect a payment, sensitive information, a commitment or a client relationship? If yes, keep human approval. Start with a preparation step or a test copy.

My first choice _____

Because _____

03 / TRY

One small seven-day experiment

Keep the old method available. Choose a few low-stakes cases and decide what would make you stop the trial.

Day 1**Describe the task**

Write down the start, the finish, the information needed and the person responsible.

Day 2**Measure the starting point**

Time a few cases. Note omissions and corrections without trying to find a perfect number.

Days 3-4**Change one thing**

Try a template, a checklist or an AI-assisted draft. Review every result.

Days 5-6**Watch the real work**

Track time, corrections and checking. Ask the person doing the task what actually helps.

Day 7**Make a decision**

Keep, adjust or stop. Finding no useful gain can save you an unnecessary project.

I will stop if _____

The person checking the work _____

04 / REVIEW

What is worth keeping?

Compare similar cases. A quiet week does not prove that the change will hold up when work gets busy.

Total time, including checking

Before _____ After _____ Setup time _____

Quality of the work

Errors or rework _____ Cases to review _____

The team's experience

Easier? _____ What remains difficult _____

Decision

Keep / Adjust / Stop Next review _____

Keep human judgment where it matters.

A sensitive reply, advice, a payment or a promise to a client needs human judgment. A tool can prepare or flag; a person remains responsible. Use fictional examples before giving a new tool real business data.

Would another pair of eyes help?

[Book a conversation with Eric](#)

Bring this page and one example of the task.