WORK TIME DISCOVERY WORKSHEET

How it Works

Add all of your current workday activities to this worksheet and indicate the day, time, and repeat interval.

Decide if activity can only be done by you (Opt Week), or can be delegated, automated or stopped.

NOTE: See delegation levels (*appendix C*).

Delegate (level)	Automate	Stop	Opt Week	Activity, Event or Task	Day	Time	Repeat

WORK TIME DISCOVERY WORKSHEET *(continued)*

Delegate (level)	Automate	Stop	Opt Week	Activity, Event or Task	Day	Time	Repeat