

The 15-Minute Systems Audit

Name:

Date:

Step 1

Each question just needs a yes/no - nothing fancy required. And on page 2 you will see the scoring - be honest with yourself, there is no judgement or wrong answers here, this is just shows you where you need to focus your time to improve your systems.

Do you have a single calendar where all work + personal commitments live?

☐ Yes

☐ No

Are repeatable tasks written down somewhere (not just in your head)?

☐ Yes

☐ No

Do you use any tool to track projects or deadlines (paper, app, spreadsheet)?

☐ Yes

☐ No

Do you have reminders or automations for routine admin (appointments, staff)?

☐ Yes

☐ No

Do you batch recurring tasks (emails, reporting) instead of doing them ad hoc?

☐ Yes

☐ No



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Step 2 - Score Yourself

Count up how many of the questions you answered 'yes' to - and check your score below

4-5 YES: You're on the right track — now you can be optimising your systems use - ensuring you're using the systems to the max.

2-3 YES: You're leaking time. Start today with one quick win from list below.

0-1 YES: Your systems aren't supporting you anywhere near as much as they could be, yet! Start small, today — choose one the wins below and take time to set it up - just how you eat and elephant, one bite at a time!

Step 3 - Quick Wins to Reclaim an Hour This Week

- Batch it: Group similar tasks (like emails) and set a timer for 30 minutes max - this doesn't include getting side tracked, into checking the weather, or 'researching' your next online purchase. sorry.
- One calendar rule: Merge work + home into one master calendar. No double bookings that create that sinking feeling when you've forgotten to add something to the calendar..
- Automate reminders: Use free calendar alerts for bills, reports, or deadlines. It can feel silly setting them, but I've never regretted a reminder.
- Voice-to-text notes: Capture ideas or tasks on the go instead of losing them (if you're an Iphone user, notes does this really well, very accurate actually.
- Sunday reset: 15 minutes to map your week = hours saved during the chaos of the week and where everyone needs to be, what they need to have and eat...

Small, intentional changes create habits.

This audit is a starting point - imagine the time you'll reclaim when you have smart systems designed to fit your whole personal and professional life?

