

The 15-Minute Systems Check

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 any systems or habits in place to look after your health and (breaks, exercise, rest)?

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 (specifically around health) to the max.

2–3 YES: You're doing well, but you're leaking time and energy. Start today with one quick win to focus on from list below - small habits stack over time.

0–1 YES: Your systems are costing you both time and energy. 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! Prepare to be amazed how quickly momentum can build once you have some structure.

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

