

The Time Stack Audit

Find your time leaks. Build your stacks. Buy back your hours.

The average professional spends 4.1 hours per day on tasks AI can handle in minutes. This worksheet helps you identify your biggest time leaks and match each one to a Time Stack: a repeatable AI workflow that buys back hours every week. Complete Steps 1-3 over 5 days, then calculate your results.

STEP 1: The 5-Day Time Leak Log

Every time you catch yourself doing a repetitive task, log it. Include the task name, minutes spent, and category: Drafting (D), Research (R), or Formatting (F).

DAY	TASK DESCRIPTION	MINUTES	TYPE (D/R/F)	FREQ/WEEK
WK 1 Mon				
Tue				
Wed				
Thu				
Fri				
WK 2 Mon				
Tue				
Wed				
Thu				
Fri				

TIP: Focus on tasks that feel routine. The 5-minute email rewrite. The 10-minute data cleanup. Those small drips add up to hours. If you have done a similar task before, log it.

STEP 2: Identify Your Top 3 Time Stacks

Review your log from Step 1. Group tasks by category. Write your biggest time leak for each stack.

The Drafting Stack
Tasks: Writing, emails, reports, lesson plans, proposals

My biggest time leak in this stack:

Minutes per occurrence: Times per week: Weekly total:

The Research Stack
Tasks: Topic research, article summarizing, competitive analysis, fact-checking

My biggest time leak in this stack:

Minutes per occurrence: Times per week: Weekly total:

The Format Stack
Tasks: Spreadsheets, notes-to-slides, meeting notes to action items, data to visuals

My biggest time leak in this stack:

Minutes per occurrence: Times per week: Weekly total:

STEP 3: Calculate Your Time Savings

AI typically saves 50-75% of time on repetitive tasks. Use 60% as a conservative estimate.

..... min (Stack 1 weekly total) x 0.60 = min saved

..... min (Stack 2 weekly total) x 0.60 = min saved

..... min (Stack 3 weekly total) x 0.60 = min saved

TOTAL WEEKLY SAVINGS: minutes = hours
x 52 weeks = hours/year

Ready to Build Your Time Stacks?
Get starter prompt templates and AI workflow guides inside
the free Harvest Kernel Learning Community.
Plant Ideas. Cultivate Skills. Harvest Results. www.harvestkernel.com/portal www.harvestkernel.com