

This worksheet helps you identify your biggest time leaks and match each one to a Time Stack: a repeatable AI workflow that buys back your hours every week.

STEP 1: The 5-Day Time Leak Log

[illegible]

STEP 2: Identify Your Top 3 Time Stacks

The Drafting Stack

Tasks: Writing, emails, reports, lesson plans, proposals

Review your log from Step 1. Group tasks by category. List your top 3 time-consuming tasks below.

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 to 75% of time on repetitive tasks. Use 60% as your 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.

www.harvestkernel.com/portal