



WHY THIS WORKSHEET EXISTS

AI will give you back time. That part is solved. What it cannot do, what no tool can do for you, is tell you what that time is FOR. This worksheet helps you answer that question in about 15 focused minutes before you automate another single task.

HOW TO USE THIS WORKSHEET

Work through Sections 1 through 4 in order. Each builds on the previous one. Section 5 is your personalized action plan, drawn from your own answers above. Take your time. Hesitation is a signal worth listening to. Skip nothing.

TIME COMMITMENT

15 to 20 minutes for first pass. Revisit quarterly to recalibrate as your life changes.

WHAT'S INSIDE

SECTION 1	Fulfillment Anchors	Name what you are protecting time FOR.
SECTION 2	Weekly Task Inventory	List the recurring tasks eating your hours.
SECTION 3	The Three Buckets	Tag each task: Delegate, Protect, or Experiment.
SECTION 4	First Three Delegation Targets	Pick where AI gets to work first.
SECTION 5	Your AI Buyback Plan	Synthesize. Commit. Share.



The Time-Values Audit

SECTION 1

Fulfillment Anchors

Before you delegate anything, name what would make your life feel more fulfilling if you had more time for it. Be specific. Not 'family' but 'one undistracted hour with my kid before bed.' Not 'hobbies' but 'finish the woodworking project in the garage.' Specificity is the difference between buying back time and watching it disappear into more email.

List 3 to 5 things you would do MORE of if you had two free hours every Tuesday afternoon.

THE SPECIFICITY TEST

Look at what you just wrote. Could a stranger picture you doing it? If not, rewrite it. Vague answers create vague results.

BONUS REFLECTION

When was the last time you spent an hour on one of these things?



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SECTION 2

Weekly Task Inventory

List 8 to 10 recurring tasks from a typical week. Not one-off projects. Things you do every week or every other week: emails, meetings, reports, grading, lesson planning, scheduling, errands, meal planning, status updates, content drafts. Anything that repeats.

#	RECURRING TASK	HOURS / WEEK	ENERGIZE / DRAIN
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			



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SECTION 3

The Three Buckets

Go back to your task inventory on page 3. For each task, decide which bucket it belongs in. Write the task number in the matching bucket below. A task only goes in ONE bucket.

DELEGATE

Drains you. AI handles it. You stop touching it.

PROTECT

Energizes you. Builds your skill. Connects you to someone. AI never touches.

EXPERIMENT

Unsure. Try AI on a small piece, decide.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRAP ALERT

Most people put everything in Delegate. That is how you accidentally automate the work that made the work feel like yours. Be ruthless about the Protect column.

SECTION 4

First Three Delegation Targets

Pick THREE tasks from your Delegate bucket. These are where AI starts working for you this week.

1. _____
2. _____
3. _____



The Time-Values Audit

SECTION 5

Your AI Buyback Plan

Synthesize what you discovered. This is the page you photograph and keep on your phone. Come back to it whenever you feel busy but not fulfilled.

MY BIGGEST DRAIN (DELEGATE TARGET #1):

WHAT AI TOOL OR WORKFLOW WILL ABSORB IT:

THE THING I AM PROTECTING FROM AI (PROTECT):

WHY IT MATTERS THAT I KEEP DOING THIS MYSELF:

IF TWO HOURS LAND IN MY LAP THIS WEEK, I WILL SPEND THEM ON:

WHEN AND WHERE THIS WILL HAPPEN:

You completed the audit. Now share what you found.

Post your delegation targets in the SeedStacking Resources space.

Tag #BuyBackTime to compare notes with other members.

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