



# Where's Your Time Really Going?

A simple reflection for  
founders & partners feeling  
stretched thin.

*Loosive.*

# You started your business for freedom. But right now, it feels like it runs you.

If you're working all day and still catching up after hours, this tool helps you take a thoughtful look at where your time is really going — and what's stealing your focus.

This isn't about tracking every second. It's about gently noticing where your time and attention are leaking — so you can protect what matters most.

Think of it as a moment of operational self-respect.

## PART 1: TIME AUDIT WORKSHEET

# Track a few days

No need to be perfect. Just track what you're doing for a few days. Just note down how you're spending your time — no guilt, no need to impress.

Use a notebook or calendar — whatever works.

### Instructions:

Fill in 3–5 daily time blocks, then reflect.

For example:

Time Block	What I Did	Was It Worth It?	Could I Delegate This?	Small Fix
9-11am	Emailed 4 clients chasing docs	Not really	Yes	Send reminder template instead next time

### Quick Win:

If you're writing the same email more than once a week, turn it into a draft or shortcut.

## PART 2: TIME DRAIN SIGNALS

# Look for patterns

Check any of the following that happened this week:

- ☐ I worked past 8pm
- ☐ I fixed errors that someone else could've caught
- ☐ I repeated instructions more than once
- ☐ I was cc'd or looped into conversations I didn't need to be
- ☐ I opened a tool and wondered why we still use it
- ☐ I did something that made me think: "Why am I doing this?"
- ☐ I manually updated something that should be automatic
- ☐ I spent time "just checking everything"

Now ask yourself:

**Which of these is just part of the job — and which ones are solvable?**

## PART 3: REFLECT & ACT

# Gentle reflection

Write down your honest answer to this:

What task (or type of task) do I never want to do again — but still ends up on my plate every week?

Write it here: \_\_\_\_\_

This is your starting point. That one task is telling you something.  
And you don't have to keep carrying it alone.

# What's Next?

This is where most firm owners stop — noticing the mess but pushing through. But what if you didn't have to?

Want help turning this into a better way of working? Time is the most expensive thing you're spending. Let's start protecting it — properly.

→ [Book a free Discovery Call](#)

We'll take your insights from this audit and show you how Loosive Core or Partner can help you delegate, document, or delete what's draining you.