

Ch 5: Time/Energy/ Value Audit Chart

Time	Activity	Value (\$-\$\$\$)	Energy Level (low/medium/high)	Eliminate/Automate /Delegate
8:00-8:15				
8:15-8:30				
8:30-8:45				
8:45-9:00				
9:00-9:15				
9:15-9:30				
9:30-9:45				
9:45-10:00				
10:00-10:15				
10:15-10:30				
10:30-10:45				
10:45-11:00				
11:00-11:15				
11:15-11:30				
11:30-11:45				
12:00				

The first column tracks your time. As for the rest of the column heads:

- **Value (\$-\$\$\$):** Represents the value of the activity in terms of money. More \$ symbols indicate higher value.

- **Energy Level:** Indicates the amount of energy required for each activity, categorized as high, medium, or low.
- **Eliminate or Automate or Delegate:** Describes whether the activity can be eliminated, automated, or delegated.