

Reality Check – 5 day tracking (*minimum*)

For the most part business (& life) are just a stack of habits and routines.

Some of us just need a little support recognising them!

This activity is all about capturing a slice of your current reality. It won't capture everything, but it'll give you a really good starting point & enable you to better understand what you are doing & why.

Your challenge:

- >Track 5 days minimum of where you are spending your time & *your energy*.
- >Add additional notes if possible – *things you love, things you hate, things that take longer than needed.*

Ideally capturing your whole day, home & kids included.

There is 0 judgement & absolutely nothing is right or wrong – but if we want to create something that actually reflects & aligns to how you want to work & feel, we need the facts!

Tips:

You can use fancy time tracking tech if you want, but I find writing down on a Google doc or notes on my phone is easier.

Try to capture in 30 minute stints.

Be as specific as possible eg 'Admin' doesn't tell you what type of tasks you are doing, break it down into specifics eg Admin actually means: answering enquiries, sending work to clients, chasing invoices, finding expense receipts etc etc.

Reality check review

Some prompts for you to reflect on

- How does it feel looking at your data? Aligned to where you want to be or not?
- How many hours did you work vs expected?
- Where did you spend more of your time? Is this as expected?
- What about this week felt good?
- What about this week felt hard/heavy?
- How different is this week vs your 'ideal' week?