

# The AI Time Audit

Where is your week really going?

OBSIDIAN AI LABS

COMPANY NAME: \_\_\_\_\_ YOUR HOURLY RATE: \$ \_\_\_\_\_ /hr

**How to fill this out:** Cost/Week = Hours x Your Rate. Annual Cost = Cost/Week x 52.

#	BUCKET	HOURS/WEEK	COST/WEEK	ANNUAL COST
1	<b>Email and inbox management</b> <i>Reading, triaging, replying, searching</i>			
2	<b>Scheduling and calendar juggling</b> <i>Booking, rebooking, confirming, reminding</i>			
3	<b>Chasing clients for info, documents, or approvals</b> <i>Intake, signatures, nudges</i>			
4	<b>Manually moving data between systems</b> <i>Spreadsheet to CRM, invoice to accounting</i>			
5	<b>Writing the same kind of document over and over</b> <i>Quotes, proposals, invoices, reports</i>			
6	<b>Looking for information you already have somewhere</b> <i>Folders, inboxes, chat history</i>			
7	<b>Internal status updates and reporting</b> <i>Standups, weekly reports, dashboards</i>			
8	<b>Bookkeeping and receipt wrangling</b> <i>Categorizing, reconciling, chasing receipts</i>			
9	<b>Onboarding and offboarding</b> <i>Intake forms, access setup, checklists, handoffs</i>			
10	<b>Owner firefighting</b> <i>Same questions from staff, interruptions, is-this-OK approvals</i>			
	<b>TOTALS</b>			

Total hours per week: \_\_\_\_\_

Total cost per week: \$ \_\_\_\_\_

Total cost per month: \$ \_\_\_\_\_ (weekly x 4.33)

Total cost per year: \$ \_\_\_\_\_ (weekly x 52)

## Your Top 3 Time Leaks

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*"These three buckets are where automation pays for itself first."*