

Scalable Week Planner – Delegate or Automate?

Use this planner to track how you're really spending your time over a typical week. Then reflect and categorise your tasks into what you should Keep (✓), Automate (A), Delegate (D), or Ditch (✗). This will help you build a business that runs more efficiently and leaves more time for high-value work.

Category Legend

✓ Keep – Tasks only you can do or that create core value

A – Automate – Tasks that could be done by a tool or template

D – Delegate – Tasks someone else could do with a little training

✗ – Ditch – Tasks that don't add real value or are unnecessarily repeated

Daily Task Tracker

Use this section to log each task over 5–7 days:

Date	Time (Start–End)	Task Description	How You Felt (Energised / Neutral / Drained)	Category (✓ / A / D / X)	Notes / Next Steps
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Weekly Summary

Category

Hours Spent

Task Examples

Action Plan

✓ Keep

A - Automate

D - Delegate

✗ - Ditch

Weekly Reflection

What surprised you most about how your time was spent?

Which task drained the most energy but delivered little value?

Which recurring task could be automated or outsourced next?

What's one change you'll try in the week ahead?