Reclaim 15 Hours of Your Time Each Week

November 11, 2026
Track how work time is spent and identify activities that could be changed, delegated or reduced.

What this guide covers

- Record and categorize daily activities.
- Analyze interruptions and low-value tasks.
- Choose adjustments and review them over time.

Who this is for

For business owners reviewing their workload.

Putting the ideas to use

Run a time audit and set realistic goals; specific time savings are not guaranteed.

Book details

Format: Guide. Pages: 31. Words: 3748.

Download availability: After payment, download the complete ZIP package or the included PDF separately.