

THE MARGIN AUDIT WORKSHEET

Diagnostic: Reclaim your capacity. Reclaim your presence.

A strategic lead doesn't just "do more." They scan for friction, identify architectural gaps, and reclaim their hours for what actually matters. Use this worksheet to audit your weekly workload and calculate your true leverage.

Section 1: The "Capacity Drain" Audit

Write down the hours you lose each week to these administrative friction points:

- **Status Reporting:** Copying updates, writing manual status emails. ____ Hours []
 - **Manual Data Shifts:** Copying/pasting data between Jira, spreadsheets, and Trello. ____ Hours []
 - **Repetitive Stakeholder Comms:** Answering "where are we on this?" messages. ____ Hours []
 - **Calendar Wrangling:** Playing scheduling ping-pong and managing chaotic meetings. ____ Hours []
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Section 2: The "Leverage" Decision Logic

For each high-drain task identified above, apply the three Reclaim Filters:

- **AUDIT:** Does this task directly move a "Critical Few" outcome? If not, delete it. []
- **AUTOMATE:** Can a single AI prompt or automated workflow do this in under 5 seconds? If yes, build it. []
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RECLAIM: Does this require your specific expertise? If not, delegate it using the AI Assistant. []

Section 3: The 20-Hour Reclaim Goal

Define the three leverage moves you will execute this week to buy back your capacity:

- **Leverage Move 1:** _____ []
- **Leverage Move 2:** _____ []
- **Leverage Move 3:** _____ []

The Reclaimed Activity:

- When I buy back these hours, I will spend them on (e.g., family dinner, deep work, kid's game):
 - _____ []
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The Systems Dad Credo

> **Systems Dad Pro-Tip:** You don't have a workload problem. You have an architectural gap. If you win the office but lose the front door, you are still operating at a net loss. Let's fix the pipes.

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