

Time well spent?

Whether you're building your first company or your fifth, the demands on your time and energy might be pretty intense. This worksheet can help you evaluate if your current patterns are sustainable and aligned with what truly matters to you.

Note: 1-5 scale checkboxes indicate Never, Rarely, Sometimes, Often, All The Time

All the feels

Let's start by assessing your baseline.

● How often do you feel the following when you're at work (or thinking about work...)

energized 1 2 3 4 5	overwhelmed 1 2 3 4 5	exhausted 1 2 3 4 5	fixated on an idea 1 2 3 4 5	proud 1 2 3 4 5
anxious 1 2 3 4 5	conflicted about your priorities 1 2 3 4 5	optimistic 1 2 3 4 5	in control 1 2 3 4 5	fulfilled 1 2 3 4 5

● Now go through and add any thoughts or topics that might be making you feel those emotions. Are there any themes pointing toward positive or negative feelings?

● How would you assess the boundaries you're setting between work and the rest of your priorities (family, friends, health, hobbies, etc.), relative to your expectations and hopes?

Where does your time go in a workday?

Now that we've done a temperature check, let's peel back some layers of the onion...

● How often are you...

telling your company story ACTUAL 1 2 3 4 5 GOAL 1 2 3 4 5	building and managing teams 1 2 3 4 5 1 2 3 4 5	working on product 1 2 3 4 5 1 2 3 4 5	in the weeds on finances 1 2 3 4 5 1 2 3 4 5	navigating legal & compliance 1 2 3 4 5 1 2 3 4 5
--	---	--	--	---

● Roughly what percentage of your time are you spending on work that feels...

high-impact and founder-appropriate ACTUAL % GOAL %	granular and lower-impact	granular but high-impact	urgent but not important	important but not urgent
---	---------------------------	--------------------------	--------------------------	--------------------------

● Recall either a granular or urgent — but not high-impact or important — task that took up a chunk of time. How would you approach this next time? Who could you have delegated it to?

Fill in the blanks:

● "For the next six months, I'd like to stay focused on work that is _____, _____, and _____."

Decisions, decisions

Founders make a range of decisions per day. Some founders make dozens upon dozens; others are on the record for insisting on making no more than a few. What's your style? And how's all that decision-making been going?

● In making these calls, how often are you...

using data	going with your gut	following a recommendation	trusting data in conflict with your gut	trusting your gut in conflict with the data
ACTUAL 1 2 3 4 5 GOAL 1 2 3 4 5	1 2 3 4 5 1 2 3 4 5	1 2 3 4 5 1 2 3 4 5	1 2 3 4 5 1 2 3 4 5	1 2 3 4 5 1 2 3 4 5

● How often do you find yourself second-guessing a decision? Are there any patterns to your decision-making process for the ones you feel more or less secure about?

● Think about an upcoming decision. Ideally, what inputs would you like to prioritize in that assessment?

Now take some time to look at your scores.

Where your Actual and Goal scores are close — keep it up! Where there are sizable gaps, think about how you could get closer to your goals.

You're doing great — and getting wiser every day.