Time Reclaim Protocol

Find repeatable work to simplify, delegate, or remove.

Start with a representative week

Track the tasks that interrupt your highest-value work. Estimate time.

Mark energy as +, 0, or -; note whether the task repeats.

BUSINESS / ROLE

WEEK OF

TASK OR ACTIVITY	MIN / WEEK	ENERGY	REPEAT?

Choose your first handoff

Select work that repeats and has a clear definition of done.

KEEP

Needs your judgment, expertise, or relationship.

DELEGATE

Someone else can do it with a clear standard.

AUTOMATE

A reliable tool can handle a repeatable step.

STOP

No longer supports a meaningful result.

FIRST TASK TO HAND OFF

TIME SPENT ON THIS TASK EACH WEEK

HOW YOU WILL USE THE TIME REGAINED

Write a clear handoff brief

Define the outcome and boundaries before work begins.

Task and definition of done

What should be delivered?

Inputs and access

Which examples, files, and permissions are needed?

Decision boundary

What requires your approval?

Timing and updates

When is it due, and how are blockers raised?

PILOT OWNER

REVIEW DATE