

THE TIME-LEAK CHECKLIST

Where is your business quietly costing you hours every week?

Eight statements. Five minutes. A clear picture of how much of your week a system should be handling instead of you.

Most owners don't lose time in big, dramatic ways. They lose it in ten-minute leaks — the same message typed out again, the follow-up that slips, the report cobbled together by hand — that add up to a whole day gone by Friday.

How to use this: score each statement from **1 to 5**. 5 means it's exactly you, 1 means it's not you at all. Circle a number, be honest, then add them up.

STATEMENT

1 = NOT ME · 5 = EXACTLY ME

- | | | | | | | |
|---|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 1 | My social media and marketing need improvement. | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 |
| 2 | I'm struggling to know where my money is really going — costs, margins, what's actually profitable. | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 |
| 3 | My inbox is overwhelming, and leads or messages sometimes slip through. | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 |
| 4 | I could use better systems in the day-to-day operations of the business. | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 |
| 5 | Too much of how my business runs lives in my head — or in one person's. | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 |
| 6 | I'm not sure customers can easily find me online. | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 |
| 7 | I redo the same tasks by hand every week — copy-pasting, retyping, rebuilding the same things. | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 |
| 8 | I spend evenings or weekends on work that should really run itself. | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 |

Your total (out of 40)

What your score means

8–16

You've already got tight systems.

Let's make them sharper — there are usually one or two leaks worth closing.

17–28

You're losing a few hours a week.

Work a system should be handling is landing on you or your team. Very fixable.

29–40

Your business is running on you, not on systems.

The good news: this is exactly the kind of work a few days of the right setup takes off your plate for good.

What to do with this: write down the three statements you scored highest. Those are your biggest leaks — and almost all of them can be closed with a simple system your team can actually run.

1

2

3

Want to know which ones to fix first?

On a free 30-minute strategy call, I'll look at your top leaks and tell you honestly where AI would give you the most time back — and where it wouldn't. No cost, no obligation. You keep the plan whether we work together or not.

[Book a free strategy call → kayelrion.ai](https://kayelrion.ai)