

EXECUTIVE LEADER TIME AUDIT



Purpose: Use this to frame a discussion with a coach, colleague or board member about how you currently allocate your time.

PART 1: TIME ALLOCATION BY CATEGORY (ESTIMATED % OF TIME)			
Activity Category	Est. % of Time	Strategic Value	Notes / Observations
Strategic Leadership & Vision		High / Med / Low	
Board Relations & Governance		High / Med / Low	
Staff Leadership Development & Culture		High / Med / Low	
External Relationship Building		High / Med / Low	
Operational & Administrative		High / Med / Low	
Professional Development		High / Med / Low	
Finance/Human Resources		High / Med / Low	
Other (specify):		High / Med / Low	
Other (specify):		High / Med / Low	
TOTAL	100%		

PART 2: LEADER SELF-REFLECTION

- Where did I spend time this month that had the highest return for the mission?
- What consumed significant time that I could or should have delegated, and what did that cost the organization, my health, or my family?
- Was I operating as a strategic leader or managing tasks that someone else should own?
- What important relationships, priorities, or personal renewal didn't get enough of my time, and why?

PART 3: BOARD / GOVERNANCE QUESTIONS (FOR DISCUSSION)

1. How did your time allocation this month align with the organization's current strategic priorities?

2. Which activities produced the most meaningful progress toward our ends policies or key results?

3. Were there responsibilities consuming disproportionate time relative to their strategic value?

4. How are you protecting time for strategic leadership as distinct from operational management?

5. What are you currently doing that should be delegated, restructured, or eliminated?

6. How are you managing your own capacity — physically, relationally, cognitively — for the long term?