# Say Goodbye to Attention Leaks

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# And take back control of your growth and direction. Ready?

# Time & Attention Inventory – Self-Assessment Template

This simple template helps you map where time and attention are currently going across your organization, or in your personal life.

Use it as a leadership team or individually to identify misalignments, distractions, and blind spots.

**Step 1: List Focus Areas or Activities that take up your time during a week**

Example: Sales meetings, reporting, product development, customer issues, marketing planning, internal admin, recruitment….

## Step 2: Assess Each Area Time vs Growth Impact – Fill in your own assessment

Update values to reflect your team’s real focus and growth impact.

**Step 3: Create a Bar Chart to Visualize**

You can customize the Bar Chart below to activate the chart, click chart design, and edit data, or create an original editable version of the chart by following the steps below:

1. In Word, go to `Insert > Chart`.

2. Choose a bar chart and click OK.

3. Replace default data with your time vs. growth impact data.

4. Right-click chart > Edit Data to make future updates easily.

**Example table - Name: Time & Attention Inventory – Snapshot**

|  |  |  |  |
| --- | --- | --- | --- |
| **Focus Area** | **Time Spent (hrs/week)** | **Perceived Impact on Growth** | **Too Much / Too Little / About Right?** |
| Team Alignment | 2.5 | Medium | Yellow |
| Strategic planning | 1 | High | Green |
| Firefighting issues | 12 | Medium | Yellow |
| Product development | 6 | High | Green |
| Internal reporting | 10 | Low | Red |
| Customer work/ sales | 3 | High | Green |

Add more rows as needed. Be honest, this is a snapshot, not a judgment.

Use the chart to visually assess whether your team's time investment aligns with areas that truly drive growth. Feel fee to edit the content to fit your purposes.

## Step 4: Reflect together as a team or individually

* What activities consume the most time with low impact?
* What areas are underinvested despite high potential?
* Where is leadership/team/individual attention being spent — and what’s being ignored?

## Step 5: No more attention leaks, take charge of your time

Identify 1–3 adjustments to refocus your time and team. Small shifts can unlock big results.

**Step 6: Repeat in a few months’ time if the desired outcome is achieved**

**Enjoy!!!**