

AAIL OWNER CHECK

WHERE DID THE DAY GO?

A 10-minute owner check for the little jobs that keep stealing your time.

FREE

Do this fast

Do not clean up your answers. Write down what really happened today. The little stuff counts.

1. What kept pulling you back in?

- ☐ Calls or messages only I could answer
- ☐ Checking whether someone followed up
- ☐ Scheduling, rescheduling, or confirming
- ☐ Looking for a file, number, note, or old message
- ☐ Copying the same info from one place to another
- ☐ Sending the same kind of update again
- ☐ Fixing something because nobody knew who owned it
- ☐ Remembering something the business should have remembered for me

2. What did you do more than once?

Write down anything you repeated today, even if it only took a few minutes each time.

3. What only lives in your head?

If you disappeared for two days, what would someone have to call you to ask?

4. What are you still chasing?

- ☐ An estimate
- ☐ A customer reply
- ☐ A payment
- ☐ A document
- ☐ A staff answer
- ☐ A vendor
- ☐ A schedule change
- ☐ A job update
- ☐ Something else

5. Pick one

The one thing I would gladly stop doing by hand every day:

That is the clue

You do not need to know what tool fixes it. First find the work that should not keep landing on you.

Want to go deeper?

The AILL Work Nobody Hired For workbook helps you map one repeat job, see where it starts, where it gets stuck, what still needs a human, and what a better version could look like.