



KST Business Solutions – Time Awareness Checklist

You started your business because you're passionate about what you do.

But let's be honest, you didn't start it to spend hours on tasks you don't enjoy, don't specialize in, or wish you could avoid altogether. Yet those tasks *have* to get done... even if they're not your favourite. This checklist is here to help you get a clear picture of how much time you're spending on the behind-the-scenes work that keeps your business running.

For each item that applies to your business, write down the approximate number of hours you spend on it weekly. Then total everything at the bottom.

Be as honest as possible—you might be surprised by what you discover.

Weekly Time Spent (in hours):

_____ 1) Database Creation & Maintenance
(keeping your client/prospect list up to date)

_____ 2) Data Entry

_____ 3) Appointment Setting / Calendar Scheduling

_____ 4) Follow-Up Calls & Emails

_____ 5) Payroll

_____ 6) Invoicing

_____ 7) Social Media Posting / Updates
(daily, weekly, or monthly)

_____ 8) Newsletter / Blog Creation

_____ 9) Content Research & Planning

_____ 10) Editing & Proofreading
(emails, posts, documents, etc.)

_____ 11) Policies & Procedures Creation
(even simple systems count!)

_____ 12) Landing Page Creation
(forms, inquiries, sign-ups)

_____ 13) Cold Calling / Outreach

_____ 14) Other: _____

Total Weekly Hours Spent on Admin:

_____ HOURS



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Take a look at your total.

Did it feel higher than you expected?

Now ask yourself: If you had even a portion of that time back... what would you do with it?

More client work? More growth? More balance?

If you're ready to free up some of that time, book a quick, no-pressure chat here:

<https://outlook.office.com/book/KSTBusinessSolutions@kstbiz.com/>