

🕒 Time Audit Exercise – For Transit Leaders

Purpose: Help you identify where your time actually goes during a typical week and whether it aligns with your priorities as a leader.

Instructions: Think about a typical workweek (Mon–Fri). Estimate the percentage of time you currently spend in each category, then the percentage you'd like to spend. Be honest, this is about awareness, not perfection.

Part 1 – Weekly Time Audit

Category	Examples (Transit Context)	Strategic Operational Distraction	% Now	% Ideal
Operations Oversight	Route issues, dispatching, on-the-spot problem solving			
Administrative Tasks	Reports, compliance, paperwork, data entry			
Meetings	Internal check-ins, state reviews, vendor calls, board meetings 🧑🏫			
Employee Support & Coaching	One-on-ones, feedback, mentoring			
Planning & Strategy	Scheduling, forecasting, performance review			
Communication & Coordination	Emails, calls, updates			
Training & Development	Professional growth, skill-building			
Unplanned Emergencies	Accidents 🚗, call-outs 🚑, weather 🌧️			
Other / Miscellaneous	Anything else not listed			

Total = 100 %

Part 2 – Reflection Questions

1. Which category takes more time than it should?
2. Which area deserves more focus?
3. What could you delegate or automate to free time?
4. How much of your week is reactive vs. proactive?
5. If someone viewed your calendar, what would it say about your priorities?

Part 3 – Insights & Next Steps

🌀 Circle one phrase that best describes your current time use:

- Mostly reactive – putting out fires
- Balanced between urgent and planned
- Strategic and proactive

📌 Commitment Prompt: This week I will reclaim ____ hours by _____.