

The Founder Time System Diagnostic

Find your broken level in 5 minutes

Score each statement: 0 = not true, 1 = sometimes, 2 = consistently true. Be honest - nobody is watching.

LEVEL 1 - PLAN

Direction: does your time point at a goal?

I have ONE written goal for this quarter, with measurable results

☐ 0 ☐ 1 ☐ 2

Every week starts with 3 written outcomes pulled from that goal

☐ 0 ☐ 1 ☐ 2

My daily top 3 is decided before the day starts (not at 4 p.m.)

☐ 0 ☐ 1 ☐ 2

Level score: ____ / 6

LEVEL 2 - PROTECT

Execution: does the plan survive contact with the day?

My top-3 tasks have fixed appointments in my calendar (time blocks)

☐ 0 ☐ 1 ☐ 2

I can say no (or later) to requests without a guilt spiral

☐ 0 ☐ 1 ☐ 2

Urgent items get sorted before they hijack the day (Eisenhower)

☐ 0 ☐ 1 ☐ 2

Level score: ____ / 6

LEVEL 3 - MEASURE

Reality: do you know where the hours actually go?

I have measured my real week (time audit) in the last 3 months

☐ 0 ☐ 1 ☐ 2

I can name my 3 biggest time leaks without guessing

☐ 0 ☐ 1 ☐ 2

My project estimates include a buffer (I plan for 64% overruns)

☐ 0 ☐ 1 ☐ 2

Level score: ____ / 6

LEVEL 4 - RESET

Maintenance: does the system maintain itself?

I hold a weekly review at a fixed slot, every week

☐ 0 ☐ 1 ☐ 2

Every active project has a written next action right now

☐ 0 ☐ 1 ☐ 2

I check founder numbers (revenue, cash, pipeline) weekly

☐ 0 ☐ 1 ☐ 2

Level score: ____ / 6

YOUR LOWEST LEVEL = WHERE YOU START

Plan broken?

Set the cascade: quarter goal, weekly outcomes, daily top 3

-> Free fix: [Founder Planner \(3-page printable\)](#)

Protect broken?

Give priorities fixed calendar slots, sort the urgent

-> Free fix: [Time Blocking Template + Eisenhower Matrix](#)

Measure broken?

Run one 7-day audit, find the leaks, add buffers

-> Free fix: [Time Audit Template \(7-day Google Sheets\)](#)

Reset broken?

Book a fixed 30-minute weekly review

-> Free fix: [Weekly Review Template \(30-minute reset\)](#)