

Week 1: Task Decomposition

Map exactly where your time goes — not where you think it goes.

Instructions

Track every work activity for 5 consecutive days in 30-minute blocks. Categorize each block into one of five layers.

Profile

FULL NAME

ROLE / JOB TITLE

WEEK OF

DEPARTMENT

Layer Definitions

LAYER	NAME	DEFINITION
1	Execution	Data entry, formatting, copying, routing
2	Analysis	Processing data, building reports, summarizing
3	Coordination	Scheduling, status updates, information relay
4	Judgment	Decisions with trade-offs, stakeholder negotiation
5	Strategy	Direction-setting, resource allocation, vision

Time Allocation Results

LAYER	% OF TIME	HOURS/WEEK
Layer 1 (Execution)		
Layer 2 (Analysis)		
Layer 3 (Coordination)		
Layer 4 (Judgment)		
Layer 5 (Strategy)		

Total

100%

40 hrs

Summary Metrics

EXECUTION-TO-JUDGMENT RATIO (LAYERS 1-3 / TOTAL)

PERSONAL AUTOMATION INDEX (COMPARE TO CHAPTER III)

If your EJR exceeds 60%, urgent repositioning is required. Refer to Chapter IV for your path selection.
