



# The Invisible Work Drain.

*An energy audit for solo practitioners — to see where your non-clinical hours actually go, and what they're costing you.*

---

## WHAT YOU'LL DO

- 01 Log the Work** For 7 days, capture every non-clinical task as it happens.
- 02 Sort & Reflect** Group by category. Prioritize your list. Create your energy map.
- 03 Do the Math** Find your effective hourly rate, inclusive of non-clinical hours.
- 04 Make a Plan** Name three energy drains. Pick one thing to change first.

# Log the work.

For the next seven days, write down every non-clinical task as you do it. Don't analyze yet! Record the task, roughly how long it took, and when it happened. Use this table, or keep a running note on your phone or notepad.

DAY	TASK	TIME SPENT
Day 01		MIN / HR
		MIN / HR
		MIN / HR
Day 02		MIN / HR
		MIN / HR
		MIN / HR
Day 03		MIN / HR
		MIN / HR
		MIN / HR
Day 04		MIN / HR
		MIN / HR
		MIN / HR
Day 05		MIN / HR
		MIN / HR
		MIN / HR
Day 06		MIN / HR
		MIN / HR
		MIN / HR
Day 07		MIN / HR
		MIN / HR
		MIN / HR

**NOTE** It might take a little trial and error to figure out how best to organize this effort. If you have a large notebook with ruled paper, it may be easier to map each day to a single spread and write one task along with the time spent on each line.

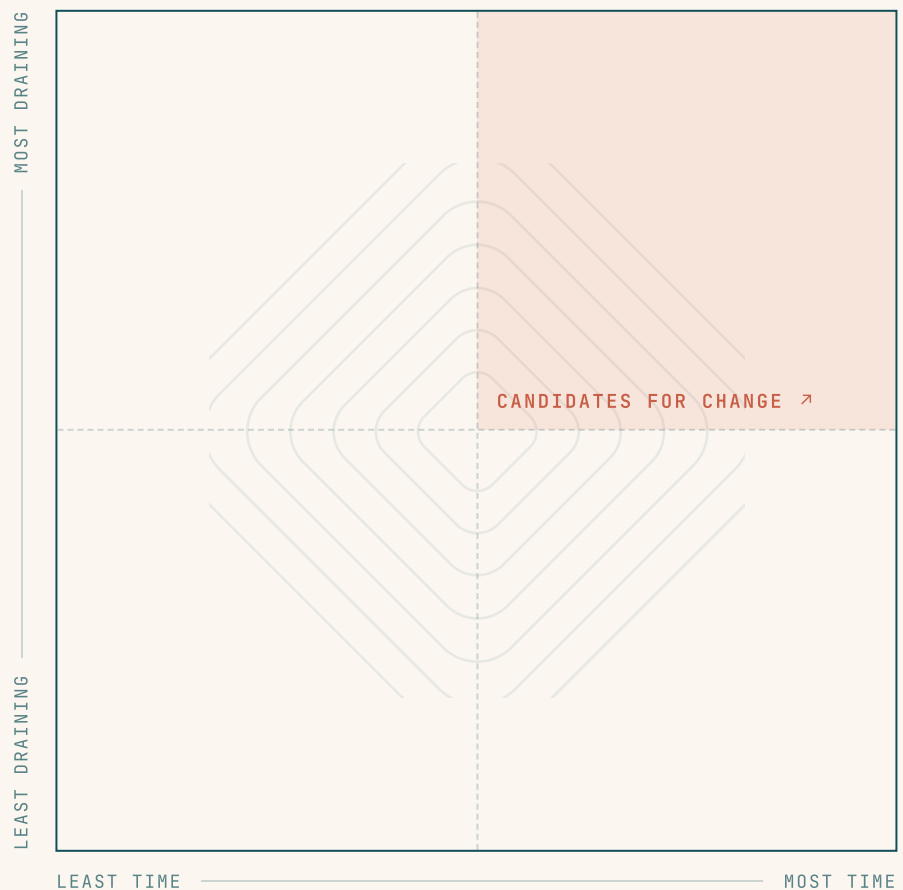
# Sort and reflect.

Sort your logged tasks into categories by color coding with highlighter or post-its. Identify the eight most frequent tasks or categories and list them below. Then place on the time x energy matrix. The tasks that are both draining and time consuming are your best candidates for transformational change.

STEP 1 · LIST 8 TASKS FROM YOUR LOG

- ① \_\_\_\_\_
- ② \_\_\_\_\_
- ③ \_\_\_\_\_
- ④ \_\_\_\_\_
- ⑤ \_\_\_\_\_
- ⑥ \_\_\_\_\_
- ⑦ \_\_\_\_\_
- ⑧ \_\_\_\_\_

STEP 2 · PLACE EACH NUMBER ON THE GRID



What surprised you about where things landed?

---

---

# Do the math.

This section helps you calculate an inclusive hourly rate that accounts for both your billable and non-billable time. How might this lens inform how you'd like to streamline or reclaim your time? What possibilities open up when you shift your point of view?

**Billable hours this week**

A \_\_\_\_\_ hrs

**Your session rate**

B \$ \_\_\_\_\_

**Weekly earnings**

A × B \$ \_\_\_\_\_

**Total hours worked**

C \_\_\_\_\_ hrs

**Effective hourly rate**

EARNINGS ÷ TOTAL HOURS · (A × B) ÷ C

\$ \_\_\_\_\_ / hr

**The gap**

SESSION RATE - EFFECTIVE RATE

\$ \_\_\_\_\_ / hr

WORKED  
EXAMPLE

**20 clients × \$150 = \$3,000** earned. But if you actually worked **30 hours**, your effective rate is **\$100 / hr**.

Cut five hours of admin and it jumps to **\$120**. Fill two of those reclaimed hours with clients and you're at **\$132**. The gap closes from both directions.

# Make a plan.

By now you may have generated many insights about how your practice operates, and what aspects you might like to change. This section aims to help you get clear on the most actionable next steps.

## TOP THREE DRAINS

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

**What would you most like to change?**

---

---

---

**What's going well? What do you want to leave as it is?**

---

---

**How many hours per week would you like to repurpose or reclaim? What will you do with the time?**

---

---

---

**I'd love to hear from you.**

*If you found this exercise helpful and want to take action with a partner, or if you are looking for more hands on support, let's chat!*

[STEADYSEASON.COM](https://steadyseason.com) →