

WORKBOOK · NO. 03

The P/HX Audit

Find the routine in your week. Hand it to the machine. Reclaim the hours for what is human. A guided audit you run on your own work.

TIME	PAGES	TYPE
30–45 min	9	Fill-in workbook

CONTENTS

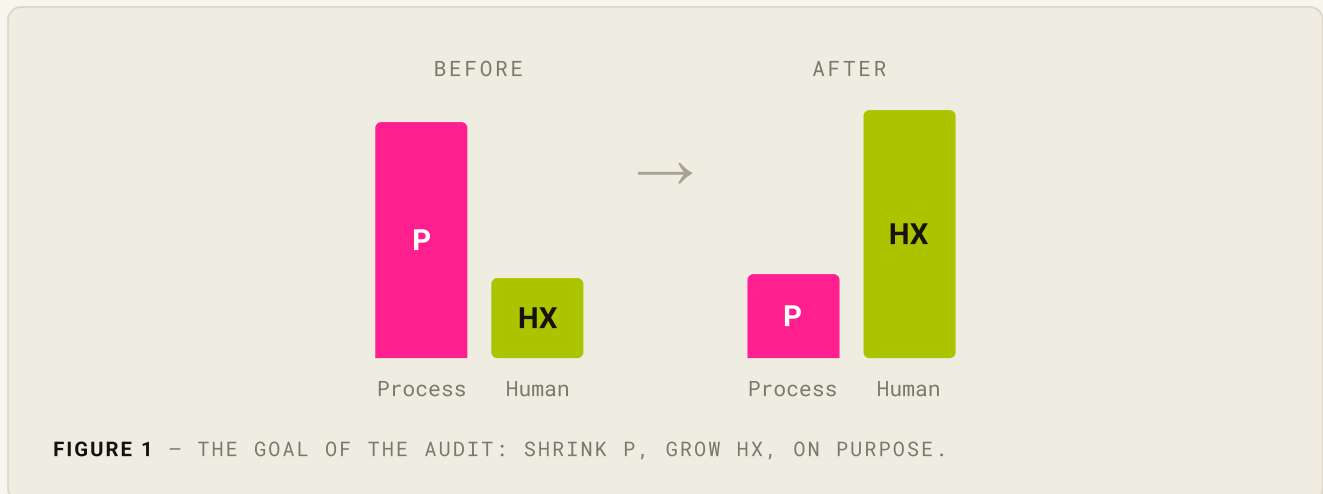
What's inside.

01	How it works	The principle behind the audit	p.3
02	A worked audit	See one filled in first	p.4
03	Step 1 – Inventory	List your recurring work	p.5
04	Step 2 – Sort	Mark each task P or HX	p.6
05	Step 3 – Delegate	Your three biggest P's	p.7
06	Step 4 – Reclaim	Where the hours go	p.8
07	Scorecard	Your before / after	p.9

THE PRINCIPLE

The equation, run on your own week.

Every role is a mix of process (routine, repeatable) and human experience (judgment, intent, relationship). The audit makes the mix visible, then helps you move it.



You cannot shift a ratio you have never measured. Most people carry a vague sense that “a lot of my week is busywork” – but vague does not delegate. This workbook turns the vague sense into a specific list, and the list into a plan.

BEFORE YOU START

Have a real week in front of you – your calendar, your task list, your sent folder. Audit the week you actually had, not the one you wish you had.

SEE IT FIRST

A worked audit.

Here is the first step, filled in for an operations lead – so you can see the shape before you do your own.

RECURRING TASK	HRS/WK	P / HX	HAND OVER?
Weekly status report	3	P	Yes – draft from data
Invoice reconciliation	4	P	Yes – rules-based
Vendor negotiation	2	HX	No – keep & grow
Hiring decisions	3	HX	No – judgment
Meeting notes & follow-ups	2	P	Yes – transcribe & route

WHAT THIS PERSON LEARNED

Nine of fourteen weekly hours were **P** – reportable, rules-based, delegable. Handing two of them to a machine buys back a full day a month for the HX work that actually moves the role.

STEP 2 · SORT

Mark each task P or HX.

Go back through your inventory and label every row. Use the test below when you are unsure.



Could you write the rule?

Clear enough for someone else to follow without your judgment.



Yes → Process

Routine. A candidate to hand over.



No → Human

Judgment. Keep it, and grow it.

BE HONEST ABOUT HX

It is tempting to label everything HX to feel indispensable. Resist it. The point is not to protect your task list — it is to free the hours that the routine work is quietly eating.

Now total your hours by type. You will use these two numbers on the scorecard.

TOTAL P HOURS / WEEK

P TOTAL HX HOURS / WEEK

HX

STEP 3 · DELEGATE

Take your three biggest P's.

Pick the three process tasks costing you the most hours. For each, write the *direction* you would give a machine to carry it – the intent, the inputs, and the test for “good”.

PROCESS TASK 1 01

The task, and how the machine would carry it.

PROCESS TASK 2 02

The task, and how the machine would carry it.

PROCESS TASK 3 03

The task, and how the machine would carry it.

TURN ONE INTO A REAL BRIEF

The strongest delegation deserves a proper brief. The **Direction Brief** template (No. 04) turns any of these into a one-page instruction a machine can actually follow.

STEP 4 · RECLAIM

Decide where the hours go.

Reclaimed time has a way of refilling with more process. Decide now what it is *for*, or the audit changes nothing.

THE HX WORK I WILL GROW WITH THE RECLAIMED HOURS

01

Judgment, direction, relationships, the work only you can do.

WHAT I WILL STOP DOING ENTIRELY

02

Not everything routine needs delegating – some of it needs deleting.

THE COMMITMENT

Reclaiming hours is not the win. **Spending them on HX is.** Put one of these into your calendar this week before the time disappears.

SCORECARD

Your before and after.

Pull your totals together. This is the ratio you are moving.

MEASURE	TODAY	TARGET
Process hours / week (P)		
Human-experience hours / week (HX)		
Hours to delegate this month		
The one HX commitment I am making		

NEXT IN THE LIBRARY

Brief your biggest delegation with **The Direction Brief**, and check your rung with **The Ladder Self-Check**. Free at blankcollar.university/resources.