

○ Complete this table by hand for a week. Simply mark one stroke in the appropriate box every time one of the listed items occurs to you. The completed table will give you a renewed clarity about where your time is being consumed - and particularly what the common triggers are which pull you off focus. Make copies of this form and distribute to your colleagues and staff - then discuss the results.

## COMPLEXITY AUDIT

WEEK COMMENCING ___/___/___	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
○ E-MAILS RECEIVED					
○ PHONE CALLS RECEIVED					
○ INTERRUPTIONS AT DESK					
○ MEETINGS CALLED BY OTHERS					
○ 'URGENT' REQUESTS					
○ PULLED OFF TASK TO REACT TO SOMETHING GOING WRONG					
○ LOOKING FOR TOOLS OR INFORMATION TO DO THE JOB/MAKE A DECISION					
○ FORCED TO TAKE WORK HOME OR ANSWER CALLS OUT OF HOURS					

● **HOW CAN WE MAKE IT SIMPLE?** What areas can we address to make our work, and others',

○ EASIER TO DO ○ EASIER TO USE ○ EASIER TO UNDERSTAND?