



8 MINUTES ON...

The Weekly Colour Audit Matrix

Sharper Thinking for the Modern Small Business

Series Hub: sapience.com.au/8minutes

1. THE 3-COLOUR CAPACITY LEGEND

RED WORK

Target: <25%

Compliance & Maintenance: Unpaid admin, invoicing, tax upkeep, chasing receipts, emergency firefighting. Non-negotiable upkeep yielding \$0 margin.

BLUE WORK

Target: 50–60%

Delivery & Execution: Paid craft work, on-site jobs, client consulting, settling loans, writing code. Generates today's cash flow.

BLACK WORK

Target: 15–20%

Engine Building: Strategic leverage. Process building, automation, proposal templates, pricing resets. Generates future enterprise value.

2. THE 5-DAY CAPACITY TRACKER

Instructions: At the end of each morning and afternoon block, shade or mark R / B / BK for the primary colour that consumed your energy.

TIME BLOCK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Early Morning 8:00 AM – 10:30 AM					
Midday 10:30 AM – 1:00 PM					
Afternoon 1:30 PM – 4:00 PM					
Late Wrap-Up 4:00 PM – 5:30 PM					

3. FRIDAY DIAGNOSTIC & NEXT WEEK PIVOT

WEEKLY BLOCK TALLIES

Total Red Blocks: / 20

Total Blue Blocks: / 20

Total Black Blocks: / 20

1. The Capacity Leak Check: What specific task caused your biggest Red overflow this week?

2. Next Week's Locked Black Block: Which 2-hour window will you reserve before opening email?