

Three tabs, **two weeks**

The workbook is the part of the playbook you fill in, as a file your team can keep. **Open it in Excel, Google Sheets or Numbers** and work the tabs in order. Yellow cells are yours to type; teal cells calculate themselves.

1

Your numbers

Six inputs: leases a month, the share on the tenant's form, hours per first read, the landlord-form factor, the reader's hourly cost, and the hours in a lawyer's year. **The results calculate live:** hours a month, hours a year, weeks of one person, dollars, and the share of a lawyer's year. Once tab 3 has two weeks in it, the number your team actually logged appears here too, and that is the one to use.

2

Positions document

One row per lease term tenants push on: **what we will agree to, what we won't, and the fallback before we walk.** Three example rows show the shape; overwrite them with yours and add the terms your team fought over this year. Date the last review at the bottom.

3

First-read audit

For two weeks, one row per document that gets a first read: what it was, pages, who read it, **minutes reading and minutes deciding.** The totals and the reading share fill themselves and feed tab 1. Loop is the number from section 02 of the playbook.



Fill tab 3 with the people who do the reading, not for them. Two honest weeks of minutes is the number nobody in the company has seen, and it is what gets the budget conversation started with whoever owns it.