

How Can I Create More Time?

Step 1 - What are your current roles/tasks?	Hrly \$	D, S or E	Priority
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____

Step 1 - Fill out each of the tasks or roles you fulfill within the business. Next allocate an hourly rate next to each. I.e. if you had to pay someone else to do it, how much would you pay them?

Step 2 - Plot your roles/tasks on the matrix below.

Skill Required	High			
		Value to achieving your goals		
		Low		High

Step 3 - Delegate, Systemize or Eliminate.

Starting with the items appearing in the low Value & Low Skill square, allocate an 'S', 'D' or 'E'. Mark this on the previous page in the right-hand column.

S = Systemize (so you still do it but with a better system will make it easier and faster)

D = Delegate (get someone else to do it)

E = Eliminate (get rid of it altogether)

Step 4 - Prioritize and put into ACTION.

Now go back through each role and prioritize which you could act on first, second and so on.

Note: For those roles to be delegated, do you require a system in place before it can be passed off. Be careful not to abdicate.