



Focusing On Your Purpose

Complete the following to assess how you are currently focusing your time and energy on what matters most. Look for ways to reduce, eliminate, or delegate what is not necessary while increasing what most helps you focus on your purpose.

What is the most important part of your role?

How much time do you focus on the most important part of your role?

What are the greatest skills you bring to this role?

How do you utilize your greatest skills? How can you utilize them more frequently?

What are your staff's greatest skills? How can you utilize them more frequently?

What is something you can do that no one else on your team can do?

What part of your day and days are spent on tasks you should not be doing?

What are the three most important functions of your role?



Weekly Schedule

Fill in your schedule for a typical week. Then, circle the most important task for that week. Write a 1 next to it. Do the same thing two more times so you have 3 circles, labeled 1, 2, and 3 based on their order of importance. How can you structure your week to focus more on only those 3 things?

Monday	Tuesday	Wednesday	Thursday	Friday



Annual Schedule

Make a list of the tasks you do in each column of frequency. Circle the one that is most important and label it 1. Then do the same with 2 and 3 until you have 3 circles for the 3 most important things you must do. How can you structure the rest of your time around those 3 things?

Daily	Weekly	Monthly	Quarterly	Annually



Task Assessment

Make a list of your major tasks. Find out which items you can eliminate and which ones you can delegate. (** to calculate cost, take your annual salary and divide it by 2080 to get your hourly rate. Then calculate the cost of each task based on how much time it takes you.*)

The more no's to the last 4 questions in the chart, the more delegate-able the task is.

Task	Frequency daily, weekly, monthly...	Time it takes	\$ Cost	Value high, medium, low	Is it necessary?	Do I enjoy it?	Am I the only one who can do it?	Is there any reason I cannot delegate it?