



TIME, TASK, AND TOOLS MASTERY

Distinguishing Project and Tasks

PROJECT: a collection of tasks that accomplish a single goal

TASK: a distinct piece or unit of work

You cannot schedule a project, you can only schedule tasks.

Delegation at Work

GOAL: WORK IN YOUR GENIUS 100% OF THE TIME

Remove:

- Website creation
- Administrative tasks
- Scheduling/calendaring
- Mailing/shipping
- Ezine formatting
- Gifts for clients
- Billing issues
- Bookkeeping
- Formatting documents/Powerpoints

Personal Delegation

GOAL: ENJOY YOUR TIME OFF 100%

Remove:

- Cleaning house
- Yard maintenance
- Cooking
- Running errands

Work-Arounds

- Outdated technology
- Unable to find (documents, keys, glasses, pens)
- Distracting environment
- Poorly organized work space

‘Life In Order’ QUIZ

- 1 How many times each week does it take you longer than 10 seconds to find something?
- 2 Based on the ‘Delegation at Work’ list, what percentage of your to-do list is working in your genius? What tasks are you still doing that are not in your genius?
- 3 Based on the ‘Personal Delegation’ list, how many hours per week do you spend doing tasks you might outsource?
- 4 Based on the ‘Work-arounds’ list, how many times per week, and how many hours per week, do you spend dealing with something that could be done a different way?
- 5 How long does it take you to get dressed in the morning?

6 What is your reaction when you walk into

- 1) your office
- 2) your home
- 3) your kitchen
- 4) your bedroom
- 5) your bathroom?

7 If you had to go on a 7-day business trip tomorrow, how long would it take you to pack? Would you have enough clothes?

8 Do you often look in your closet and think 'I have nothing to wear?'

9 How many times during the week do you have to make an unscheduled run to a store?

10 How many times a week do you resent taking an action? (It's not your priority)

11 How often do you eat something you would usually not eat, because of timing/lack of food in the house?

YOUR ASSIGNMENT

Complete the 'Life in Order' Quiz. Create a list of changes to make. You won't make them all this week, but it will begin you on the path to transforming your business and work life.

MY LIST OF CHANGES TO MAKE:

MY QUESTIONS OR CHALLENGES: