



The 30 Day Work-Life Analyzer™

Name: _____

Start Date: _____ End Date: _____

Job Title: _____

Tasks or Activities (be as specific and Detailed as you can. Please include personal activities or tasks as well)	Time Taken	Circle Love it, Like it, Hate it or Can't (P.T.O for Strategies)
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   
		   

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RAJPARTH ACHIEVERS
For the High Achievers in you

Your Strategies

(Below is a short list to use. You can also create your own)

	Make it my Most Valuable Activity
	Make it my Long Term Driver
	Make it an Activity that Relieves Stress
	Make it a Big Rock
	Make it an Activity that makes me Irreplacable
	Make it an Activity that gets me fully charged for the Day.
	Activity you need to improve upon
	Make your important activities your Critical Activities.
	Delegate it to the Team
	Delegate it to a Technology System
	Delegate to AI
	Eliminate it through a better technology, Solution, or Process
	Curtail or Do less of it, until you figure out how to delegate or eliminate
	Assign to Someone else in the team
	Eiminate it altogether
	A habit that you need to change
	Make it your small rocks or Sands for the Day.
	Create a process or system for urgent and important activities
	Is it a Behavior that creates an unwanted domino effect?
	If it's a activity that you want to love it, block some time to learn and improve it.
	Curtai it, Delegate it, or Eliminate it through many of the strategies described above
	Get Training and Research or what you need to learn to master that activity- if you still love to do it
	Bring it to the attention of people who can help you master this activity, if you still love it