

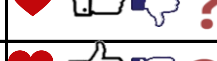
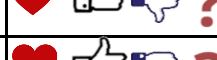
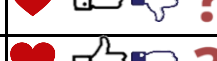
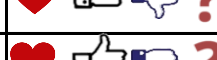
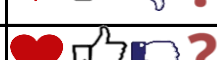


Job Title: _____

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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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