

Exercise #1

My Current Most Entrepreneurial Activities:

Activity

Hours/Month

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Exercise #2

My Current Time Consuming Activities (list at least 10):

Activity

Hours/Month

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

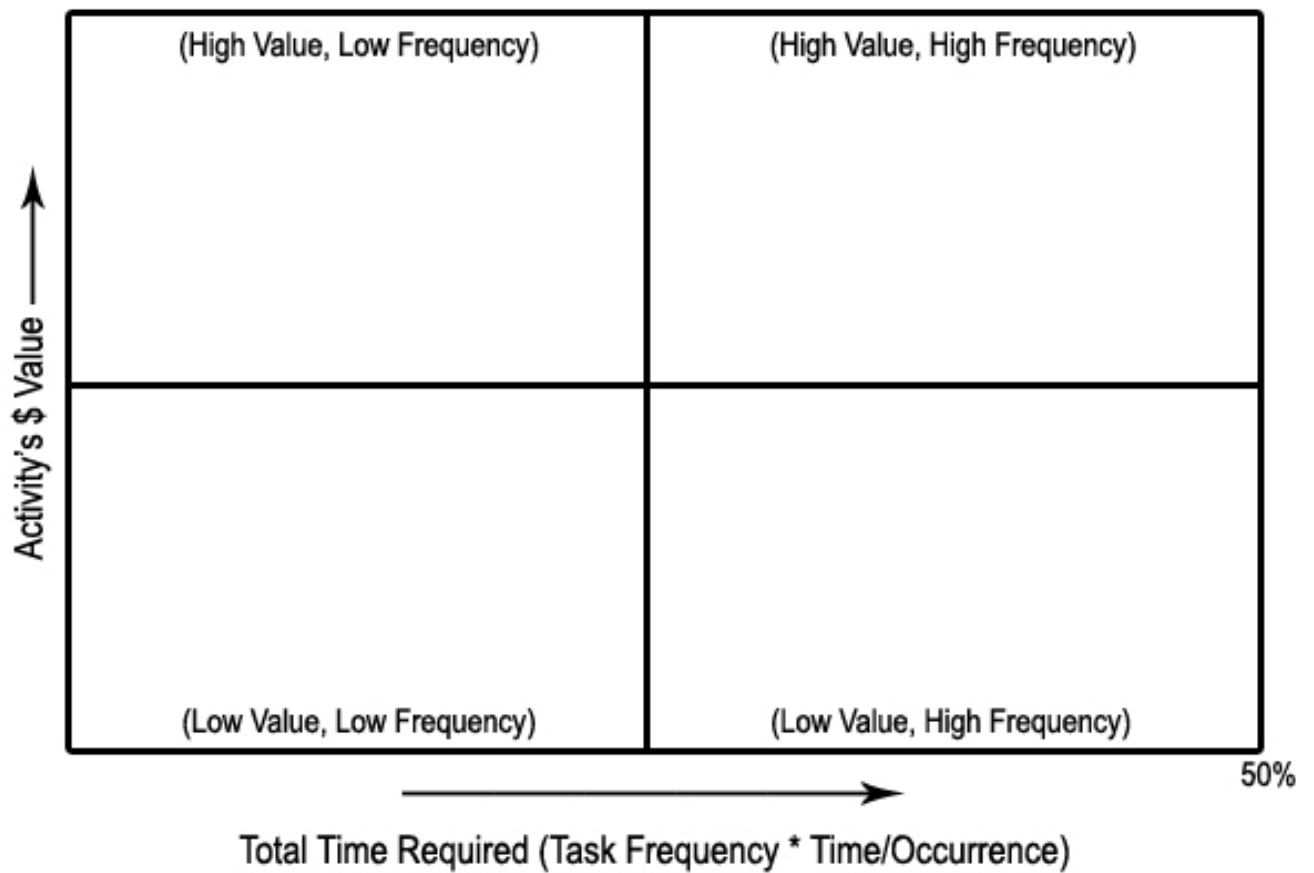




Exercise #3

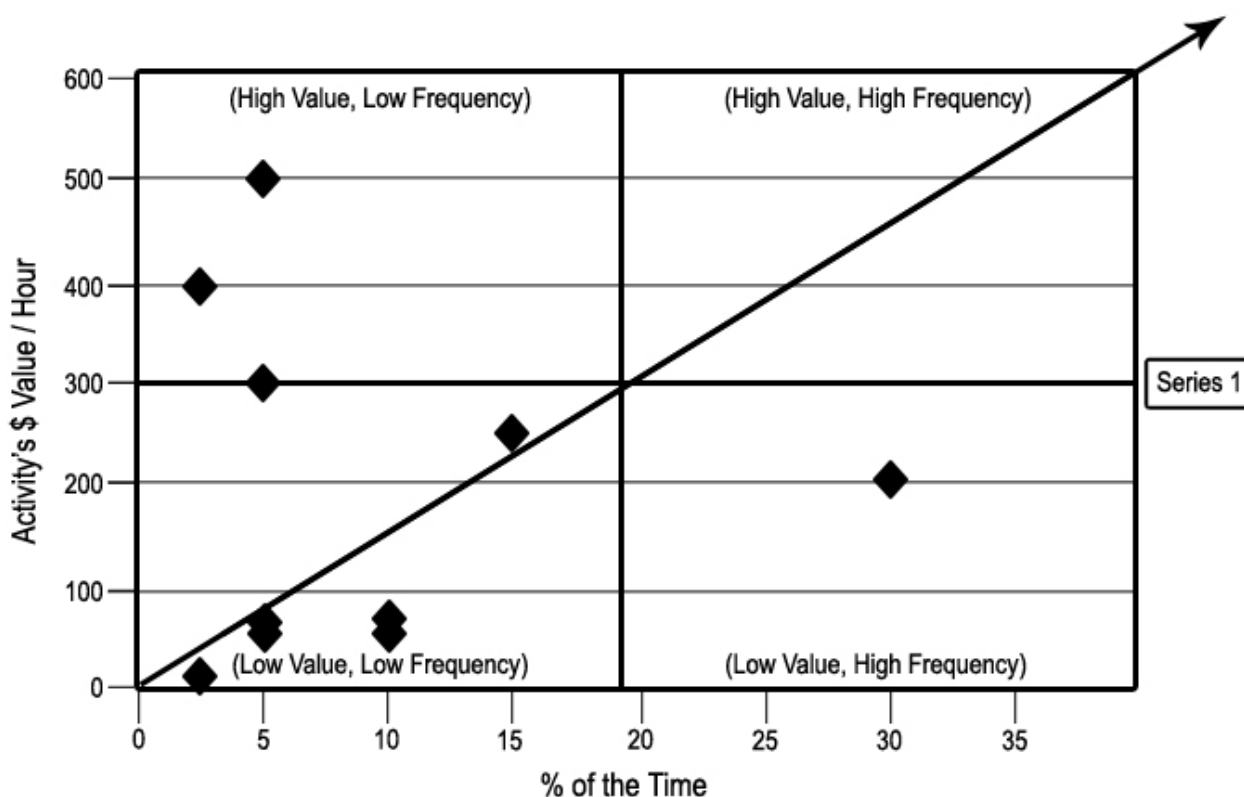
Plot your top 10 activities

Delegation Grid



Exercise #3

Draw a line separating the top 5 and bottom 5



This is your “Delegation Line.” The object is to move the Delegation Line counterclockwise. The simplest way to do so is to eliminate, automate, or delegate your low-value activities. These are represented by the dots below your Delegation Line.



Exercise #4

Regarding activities below your delegation line, what portion of them could be:

AUTOMATED

How/whom

_____	_____
_____	_____
_____	_____

ELIMINATED

How/whom

_____	_____
_____	_____
_____	_____

DELEGATED

How/whom

_____	_____
_____	_____
_____	_____

