



Priority Focus worksheet

When you're feeling scattered and overwhelmed, it's important to hit the Pause button and see what might be sapping your energy. Answer these questions below to help you see where you might be able to reclaim your time, energy so you can more effectively lead.

1. List all of the business activities at work that use up your time. Examples might be: phone calls, meetings, paperwork, billings, follow-up procedures etc. Include everything, even 5-minute tasks. Be specific, clear and brief.
2. Describe 3 things that are your sweet spot in business. i.e. what you're brilliant at in your business.
3. Name the 3 most important activities that produce income for your business.
4. Name the three most important activities that you don't like to do or are weak at doing.
5. Who could you delegate these tasks to?
6. What one time-consuming activity are you going to say No to or delegate right away?
7. What immediate benefit will result from this action?