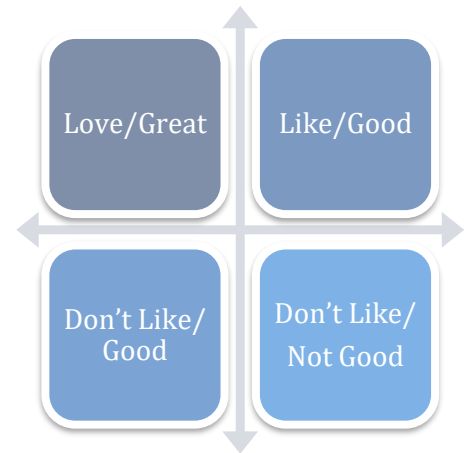


Time Catalog

Identifying where the most valuable and best use of your time should be spent is essential for business owners. The goal is to work more and more within your “sweet spot” of strengths, experience, and personality. Working within your talents gives you more energy and passion for your job and everyone benefits.

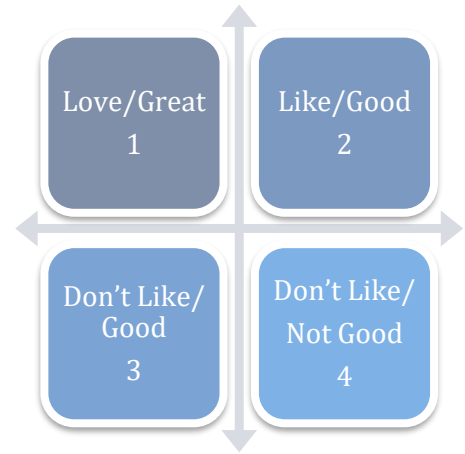
Take a catalog of the activities you perform while working in your business. Compile a list below of all things you currently do.



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CEO FINANCIAL ADVISOR™

TIME ALLOCATION & FOCUS



Wherever you are in the evolution of your firm, you will inevitably hit time capacity thresholds. For the business to evolve you will have to let go of certain items. Striving to do it all will hold you back. Effective delegation is necessary so you can elevate into your areas of strength.

The Time Catalog is a simple but powerful exercise to help with this. On your list of activities put a 1, 2, 3, or 4 next to the box that correlates with the quadrant it represents for you. Over time, delegate the things you are doing in the bottom two quadrants that are 3's and 4's. These are some of the first items that should come off your plate. Then elevate to focus on the top priorities where your most valuable time should be spent and delegate the rest to another qualified person to perform those duties.