

TIME/TALENT

What do I spend my time on? S: Sales. P: Production O: Operations

	Activities during this time	S/P/O	Good at it?	Satisfying?
8-9a				
9-10a				
10-11				
11-N				
N-1p				
1-2p				
2-3p				
3-4p				
4-5p				
5-6p				

How Can I Stop Doing Some of the Above?

- Delegate to existing employees
- Hire part-time employee(s) to do these things
- Hire full-time employees to do these things
- Use contractors/virtual assistants to do them
- Engage experts on a project or contract basis
- Bring on Interns
- Decide what doesn't need to be done at all.
- What else can you think of?

My notes/action items