Complete this two-step process to help you uncover tasks you should eliminate or delegate to someone else. This is the first step to your next level.

GINA CATALANO



Review your calendar or keep a detailed list of a typical day or week.

02

After you have created your list, use the chart below to rank each task from 1-10.

03

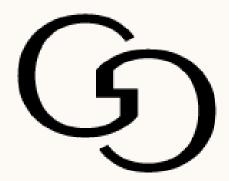
Total your score.

04

Rank your tasks from lowest to highest score.







Identify Your Lowest Scoring Tasks. Identify the 3-5 tasks or responsibilities with the lowest scores.

Evaluate the Necessity. Can this task be eliminated or automated?

03

Rate Transferability. Rate each of your low scoring tasks/responsibilities by the difficulty of transfer (Low, Medium, High)

04

Identify who on your current team could be doing this task. If you do not have a team yet, start thinking about the skills you would need to fulfill this task.





STEP ONE

STEP TWO

Task	l enjoy this task.	I am very good at this task.	As the CEO, I still think I should be responsible for this task in 2 years.	Total score	Can this task be eliminated, automated or minimized?	Difficulty of Transfer (Low, Medium, High)	Who?
							page 4

STEP ONE

STEP TWO

Task	l enjoy this task.	I am very good at this task.	As the CEO, I still think I should be responsible for this task in 2 years.	Total score	Can this task be eliminated, automated or minimized?	Difficulty of Transfer (Low, Medium, High)	Who?
							page 5



GET IN TOUCH WITH US

www.gcatalano.com

gina@venturesolutionsus.com

5 GINA CATALANO