

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.

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*GINA CATALANO*



01

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.



01

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

02

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 Two

STEP ONE

STEP TWO

CEO LEVEL UP FILTER

Task	I 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?

STEP ONE

STEP TWO

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Task	I 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?





# GET IN TOUCH WITH US

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