

Your Time Is Finite – So Make the Best Use Of It

Each day in business we only have a certain number of hours to work productively.

What separates high achievers from the rest is the ability to allocate time on the things that will truly grow their business (leverage). These include:

- New products
- New markets
- Joint Ventures

By keeping track of your daily tasks you can quickly find out where you should be spending more of your time vs where you **actually** spend your time.

Assign a dollar value to each tasks.

Here are a few examples to help you.....

Writing out invoices	\$5 - \$10
Sending standard quotes	\$5 - \$10
Answering the phone	\$10 - \$15
Marketing strategies	\$50 - \$100
Strategic partnership planning	\$100 - \$200
New product design	\$300 - \$500

Find Where You Are Leaking the Most Time VS Money

YOUR DAILY SCORECARD - TASK IN DOLLAR VALUES

\$10

\$20

\$50

\$100

\$500

OBSERVATIONS/NOTES

Today's Score (1-10)

Today's Salary

What can you outsource/delegate?

Name 1 thing you can do more of in the \$100-\$500 category.