



**WHY AM I STILL DOING THIS?**

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**What are the activities and strengths you bring to the business that you want to continue to do? How many hours a week would you ideally want to do them?**

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**What are the things you want to stop doing or that you aren't masterful at doing, but you are still doing?**

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**Why are you still doing the things you identified in the questions above?**

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**List 5 ideas for each item you don't want to do of how you could delegate it or get it done by someone else.**

**TASK/AREA 1 TO DELEGATE:** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**TASK/AREA 2 TO DELEGATE:** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



**TASK/AREA 3 TO DELEGATE:** \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**TASK/AREA 4 TO DELEGATE:** \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**TASK/AREA 5 TO DELEGATE:** \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_