



MAKING CHANGE EASY

Thinking about your business as a whole, what are the values that you want the business to represent? Do your employees embrace those values or even know they are the ones you want to emphasize?

Thinking about a specific area you want to delegate, how do you define a "good job" or a quality result?



What are specific measures you could use to identify whether that quality is being delivered?

QUESTION 1: WHAT ARE SOME OF THE CONCERNS YOU HAVE ABOUT HAVING EXTRA TIME?

QUESTION 2: NAME 5-10 PRIORITY ACTIVITIES OR ACTIVITIES YOU'D LOVE TO DO IF YOU JUST HAD AN EXTRA 3 HOURS PER WEEK?

QUESTION 3: WRITE A PARAGRAPH DESCRIBING YOUR DREAM AFTERNOON ON A DAY YOU FINISH WORK AT 4 PM AND HAVE THE REST OF THE EVENING FOR ANYTHING YOU WANT TO DO.

Visualize your ideal afternoon and the activities you want to do on a regular basis. As your mind associates positive images with free time, you'll feel more motivated to make that time in your life.

Do this visualization exercise often, every day if possible. Your mind will drive you towards the things you visualize the most. .